

Policies of the Board of Education

Section E

Personnel

## **DISTRICT SECRETARY**

500.35

### **REPORTS TO:**

District Administrator

### **JOB GOALS:**

To assist the District Administrator, Board of Education and District Office in organization and special projects.

### **EDUCATION AND/OR EXPERIENCE:**

1. Minimum of five years experience in an administrative office setting.
2. Knowledge of human resource practices required.
3. Bachelor's degree preferred.
4. Previous knowledge of school district knowledge processes and procedures preferred.

### **GENERAL RESPONSIBILITIES:**

Oversees, coordinates and/or participates in special projects, including but not limited to:

- No Child Left Behind Act
- PI-34
- Tuition Waiver Program
- Open Enrollment Program
- District's Annual Performance Report
- Senior Tax Exchange Program (STEP)
- State Reports
- Teacher Contracts and related notifications
- Seniority Report
- Strategic Planning Process
- Budget
- District Forms and Communications
- District Policy Book, Records and Files
- Coordinates job description process for support staff
- Coordinates support staff recruiting, interviewing and hiring processes, including criminal reference checks
- Coordinates support staff evaluation process
- Coordinates support staff orientation process
- Coordinates and maintains personnel records for staff
- Coordinates background investigation process on new employees and volunteers
- Serves as District Office resource for Employee Assistance Program
- Serves as Acting District Elections Clerk
- Prepares candidate information, election canvassing, certification of election results, etc.

- Prepares and submits of legal notices, Board Agendas and Board Minutes to media in a timely manner
- Prepares Board materials as directed by District Administrator (Agenda packets, notifications to staff, press releases, general communications, etc.)
- Assists in all other duties as assigned.

**PERFORMANCE CHARACTERISTICS AND EXPECTATIONS:**

1. Demonstrates team-oriented leadership skills.
2. Demonstrates a collaborative demeanor and facilitate a collaborative environment.
3. Communicates in a timely and effective manner.
4. Utilizes data to make sound and effective administrative decisions.
5. Develops and practices good leadership skills.

**ORGANIZATIONAL CULTURE**

1. Fosters collaborative environment among Board of education, administration, staff, parents and students.
2. Models behavior to nurture high staff morale and strong District-community relations.

**TERMS OF EMPLOYMENT:**

As per contract.

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Adopted by the School Board May 22, 2007