

**BLACKHAWK SCHOOL DISTRICT  
SECRETARY to the SUPERINTENDENT  
JOB DESCRIPTION**

**JOB TITLE:** Secretary to the Superintendent

1. Bachelor's or Associate's Degree preferred.
2. Experience in general office and clerical work.
3. Working knowledge of office programs, policies and operations preferred.
4. Ability to deal effectively and courteously with associates and the general public.

**REPORTS TO:** Superintendent

**JOB GOAL:** To support the efficient operations of the District in collaboration with the Superintendent.

**ESSENTIAL FUNCTIONS:**

1. Assists the Superintendent in general administrative operations.
2. Develop and process confidential data and information regarding district operations, negotiations, and personnel management.
3. Receives and coordinates material for the preparation and distribution of the agenda for Board of Education meetings.
4. Assists in the operation of the district's communication systems for informational events, emergency closings/delays, or general information.
5. Provides assistance and information to candidates and/new board members.
6. Coordinate and oversee Board of Education meeting setup and scheduling.
7. Communicates to community any necessary information regarding School Board Meeting/Decisions
8. Advertise legal ads concerning board meetings.
9. Maintains and creates Board Minutes for approval and legal books
10. Maintains district contracts.

**PERSONNEL:**

1. Maintain personnel files for all employees.
2. Maintain, collect, and coordinate employment candidates/schedule interviews.
3. Responsible for posting and advertising of available positions within district.
4. Provide secretarial services as needed for the Assistant Superintendent/Superintendent.
5. Maintain current file of teaching certificates.
6. Complete all Act 48 entries for professional staff.
7. Oversee creation and distribution of staff ID badges.
8. Maintain tenure and permanent certification records.
9. Assist in maintaining district website and social media
10. Assist with Level II Certification/TIMS
11. Liaison and Coordinator with substitute outsource
12. Assist with Right To Know requests/ RTK Officer
13. Responsible for staff badge creation

14. Coordinate and implement learning management system for school safety.
15. Create and schedule robo calls for district staff and families
16. Maintain homeschool records
17. Other duties as required by Administration.

**POSTION SPECIFICATIONS:**

1. Sitting at desk for extended periods
2. Standing for limited periods of time
3. Frequent bending, stooping, twisting, reaching, grasping
4. Light lifting – up to 25 pounds
5. Frequent carrying – up to 25 pounds
6. Manual dexterity to use office equipment
7. Repetitive movement of fingers and hands for keyboarding

**SENSORY ABILITIES:**

1. Visual acuity to read correspondence, computer screen
2. Auditory acuity to be able to use telephone and greet visitors and employees
3. Ability to speak clearly and distinctly

**CLEARANCES:**

1. Act 34
2. Act 151
3. Act 114

**WORK ENVIRONMENT:**

Inside year round – office setting

**TEMPERAMENT:**

Ability to work as a member of a team

Must be courteous and able to deal effectively with people

1. Must be cooperative, congenial and service-oriented
2. Ability to work in an environment with frequent interruptions

**COGNITIVE ABILITY:**

1. Ability to follow written and verbal directions
3. Ability to complete assigned tasks with minimal supervision
4. Ability to read, write and do advanced computations
5. Ability to use correct grammar, sentence structure and spelling
6. Ability to compose clear, concise sentences and paragraphs
7. Ability to organize office setting to efficiently accomplish tasks
8. Ability to work independently and make work-related decisions
9. Ability to exercise good judgment in prioritizing tasks
10. Ability to communicate effectively

**SPECIFIC SKILLS:**

1. Ability to operate office equipment
2. Ability to use computer technology efficiently
3. Must possess proficient data entry skills
4. Must appropriately handle confidential information
5. Must know how to format business correspondence/reports
6. License None

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

**TERMS OF EMPLOYMENT:**

Twelve (12) months

Salary, work schedule and other conditions of employment in accordance with the policies of Blackhawk School District

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of Blackhawk School District.