

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Executive Secretary, Instructional Staff
Training Services

Job Classification: 16 Administrative Support Workers

Job Class Category: F Educational Support Personnel

Reports to: Department Director

Job Code: 64090

EEO Line: 51

Job Description Supplement Code: 6

Salary Locator: Support Personnel 1

SUMMARY:

Perform specialized office work requiring a high degree of proficiency and accuracy in connection with the instructional staff training services and administrative activities supporting the Department Director.

QUALIFICATIONS:

- (1) High School Diploma
- (2) Seven (7) years' experience as a secretary with a commercial firm, or five (5) years' experience as a secretary in a public school system.
- (3) Strong communication, technical and computer skills. Knowledge of Microsoft Office and Skyward programs
- (4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents and required District information while maintaining a high level of confidentiality.
- (2) Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (3) To perform this job successfully, an individual should have knowledge of Certification and Endorsement requirements and District professional development policies and practices.
- (4) Ability to perform highly responsible secretarial and administrative duties necessary to support the Director
- (5) Extensive knowledge of the organization, operation, program and goals of the District
- (6) Considerable knowledge of office practices and procedures and operation of office equipment
- (7) Good oral and written communication skills
- (8) Effective use of business mathematics; ability to perform required bookkeeping tasks
- (9) Ability to type accurately and utilize the computer for word processing and other functions
- (10) Ability to schedule time and to handle multiple tasks in stressful situations
- (11) Ability to function as a member of a harmonious, efficient, highly productive team; use problem solving and interpersonal skills to motivate self and others
- (12) Maintain high degree of initiative and dependability.

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (3) Answer telephone, e-mail and public inquiries in a professional manner.
- (4) Serve the Director by planning, initiating and carrying to completion bookkeeping, clerical, and secretarial activities
- (5) Maintain accurate attendance records for professional development
- (6) Organize required instructional staff trainings
- (7) Provide assistance to employees for requirements of recertification
- (8) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (9) Perform assigned tasks in a timely and efficient manner
- (10) Perform all other non-instructional duties as requested by Director.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVED:

February 2004

Amended: May 20, 2014