



Columbia County School District Job Description

Position Title: Associate Superintendent Secretary		
Department: Department of Student Learning	Evaluation Instrument: Performance will be evaluated annually by the Associate Superintendent in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Level L	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Associate Superintendent		

MINIMUM QUALIFICATIONS
Education: Post-secondary education and experience as an executive secretary in a corporate or educational setting required. Proficient in Microsoft Office and/or Google Docs. Minimum of three years successful experience in an executive office.
GOAL
To assist the Associate Superintendent and Assistant Superintendent of Student Learning in establishing and maintaining a professional working environment with a focus on customer service to our stakeholders.
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Enters and maintains the instructional budget for district and works cooperatively with the assistant controller in assimilation into district budget. • Coordinates the purchase and distribution activities among departments, i.e. purchasing agent and warehouse. • Coordinates the County Teacher-of-the-Year Program and banquet. • Manages district professional leave and overnight trip requests on Google Docs. • Updates, maintains, and disseminates revised Board policies and procedures. • Processes paperwork and reports for school social workers to include homeless students. • Coordinates Foreign Exchange Student program paperwork. • Responds to a wide variety of inquiries from parents, staff, school personnel, professional organizations and others for the purpose of resolving issues, providing information, and/or referring to appropriate personnel. • Operates professionally in a confidential manner with all matters. • Utilizes English grammar, punctuation, and mathematics effectively. • Has ability to read, listen, understand, and follow directions. • Interprets written materials and communicate effectively both in writing and orally. • Schedules and coordinates meetings and conferences. • Learns and adheres to the policies, procedures, and services provided by the district. • Establishes and maintains appropriate yearly records as referred by the district. • Receives and processes monthly reports sent by schools, as appropriate. • Maintains a system to handle pending items of business to ensure accurate completion and follow through on assignments. • Keeps the supervisor informed of all matters pertinent to responsibilities. • Assists in the operation of maintenance of all office machines and equipment. • Prepares materials for presentations, workshops, in-service, and conferences, as needed by department. • Performs related duties as required and assigned by the supervisor.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: March 2017