ALBERTVILLE CITY SCHOOLS

POSITION DESCRIPTION 2.11

TITLE: Administrative Secretary-District

- **QUALIFICATIONS**: 1. High school diploma or higher.
 - 2. Knowledge of computers, ability to organize and plan work efficiently.
 - 3. Two (2) or more years' experience in comparable position.
- **REPORTS TO:** Assigned Administrator
- **JOB GOAL**: Provide efficient and confidential secretarial services that reflect positively on the operation of the school system.

JOB DUTIES:

- 1. Performs routine clerical functions efficient for office operations.
- 2. Manages correspondence, calendars, reports, budgets, and agendas for the assigned administrator.
- 3. Participates in strategic planning and operations for department requests.
- 4. Answers questions, and responds to request from the schools and general public; resolves issues or refers request as appropriate.
- 5. Receives incoming calls and makes proper connection to office requested.
- 6. Communicates effectively and manages office communication process as directed using telephones, voice mail, electronic mail, postal and/or delivery services, intra-campus delivery and other means as directed.
- 7. Meets and deals effectively with the general public, staff members, students, parents administrators, and other contact persons using tact and good judgment.
- 8. Maintains and submits reports, records and correspondence in a timely and accurate manner.
- 9. Serves on school system committees, task forces, and representatives groups as required.
- 10. Performs duties and represents the system and department in a courteous, positive and professional manner.
- 11. Obtains, gathers organizes, and prepares data and information as needed.
- 12. Maintain professional growth and competence through professional development <u>as per Board</u> <u>Policy 5.5 Personnel – Professional Development</u>
- 13. Maintain confidentially of any school system related information.
- 14. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 15. Perform other duties as may be assigned.

2.11 –Administrative Secretary- District Page 2

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for 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 their direct supervisor). 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.

TERMS OF EMPLOYMENT:		9-Month	10-Month	11-Month	12-Month
EXPECTED WORK DAY:		8 Hours			
FLSA STATUS:		Non-Exempt			
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position				
EVALUATION : Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements					
Reviewed and agreed to by:		Date			
		Employee			
Principal/Progra	na Caandinatan				
	Initials	_	∐ Human Reso	urce Initials	