

To: Whom This May Concern

From: Mickey Fredericks, Chair

Date: July 11, 2016

Re: Job Descriptions

Hello,

Attached is a collection of job descriptions for COSCAP. These job descriptions were collected in July, 2016 and are for reference purposes only. If you are seeking more information regarding a specific school district I encourage you to contact them directly.

Thank you!

COSCAP Job Descriptions

Table of Contents

- I. Auburn Public Schools – Administrative Assistant to the Superintendent
- II. Berkley Public Schools – Executive Assistant to the Superintendent & School Committee
- III. Blue Hills Regional Vocational School – Recording Secretary
- IV. Cape Cod Regional Technical High School – Secretary to the Superintendent
- V. Gill-Montague Regional School District – Executive Assistant to Superintendent
- VI. Hadley Public Schools – Administrative Assistant in the Superintendent’s Office
- VII. Hamilton-Wenham Regional School District – Executive Assistant to the Superintendent
- VIII. Lincoln Public Schools – Executive Administrative Assistant to Superintendent
- IX. Longmeadow Public Schools – Administrative Assistant to the Superintendent-School Committee
- X. Ludlow Public Schools – Executive Secretary
- XI. Melrose Public Schools – Executive Assistant to the Superintendent
- XII. Monomoy Regional School District – Administrative Assistant to the Superintendent
- XIII. Nashoba Regional School District – Executive Assistant to the Superintendent
- XIV. Newburyport Public Schools – Executive Assistant to the Superintendent and Office Manager
- XV. Norfolk Public Schools – Administrative Assistant to the Superintendent
- XVI. North Middlesex Regional School District – Executive Assistant to the Superintendent
- XVII. Northbridge Public Schools – Executive Assistant to the Superintendent
- XVIII. Norwell Public Schools – Executive Assistant to the Superintendent
- XIX. Oxford Public Schools – Executive Assistant to the Superintendent
- XX. Reading Public Schools – Secretary to the Superintendent
- XXI. Seekonk Public Schools – Confidential Secretary to the Superintendent and School Committee
- XXII. Somerville Public Schools – Executive Secretary
- XXIII. South Shore Regional School District – Executive Assistant to the Superintendent-Director
- XXIV. Westborough Public Schools – Assistant to the Superintendent
- XXV. Westport Community Schools – Executive Secretary to Superintendent
- XXVI. Westport Community Schools – School Committee Recording Secretary
- XXVII. Weymouth Public Schools – Secretary to the Superintendent and School Committee
- XXVIII. Worcester Public Schools – Administrative Assistant to the Superintendent
- XXIX. Worcester Public Schools – Assistant to the Superintendent/Clerk of the School Committee

**I. Auburn Public Schools –
Administrative Assistant
to the Superintendent**

**AUBURN PUBLIC SCHOOLS
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**

Report to: Superintendent of Schools

Responsibilities: Provides administrative and secretarial assistance of a confidential, complex and responsible nature to the Superintendent of Schools

Essential Functions:

- serves as administrative aide and confidential secretary to the Superintendent
- composes correspondence, reports, and commendations independently or from rough drafts or oral instructions, and prepares for Superintendent's signature as needed
- arranges appointments; oversees, reviews, sorts, and routes incoming mail
- responds to routine matters not requiring the Superintendent's attention
- prepares School Committee and other agendas for regular and special meetings; obtains, compiles and coordinates information; supervises publication and appropriate distribution of agendas; oversees the distribution of agendas and other materials to the committee members
- ensures appropriate dissemination of minutes including safekeeping of official copy of minutes for historical purposes; arranges to grant requests from the public to view the minutes and/or other documents that are public records
- works with the Superintendent on research for various projects
- prepares and disseminates annual letters to staff and parents, as required by law; assures appropriate and timely distribution
- plans, organizes and arranges meetings at sites in the district office or other locations
- serves as liaison between sites, departments and staff members
- establishes priorities, plans and organizes work according to office and standard procedures
- relieves Superintendent of administrative detail
- compiles and coordinates essential and confidential data for action by Superintendent
- serves as the District's CORI Administrator
- performs special assignments, studies, routine administrative functions and other related duties as assigned by Superintendent
- formats and types contracts for the Superintendent
- updates the district staff database with new hires, retirees, resignations; updates addresses, certification information, and evaluation data
- performs other duties and responsibilities, as required

Ability to:

- exercise judgment in relieving the Superintendent of administrative details
- perform complex work involving the use of independent judgment and personal initiative
- act positively, pleasantly and professionally with all colleagues, staff and visitors in person, via telephone and/or e-mail correspondence
- understand and apply policies and rules to specific situations
- compose correspondence, memoranda, commendations, and other materials independently
- maintain confidentiality of privileged information obtained during the course of work
- operate a personal computer and peripheral office equipment using a variety of software applications including advanced word processing, spreadsheet, power point and data base applications; make charts and graphs
- address the public in situations requiring tact, diplomacy and discretion
- provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner
- plan and organize work to meet schedules and timelines in an environment with changing priorities, often with limited supervision

Knowledge of:

- functions and clerical operations of an administrative office
- correct English usage, vocabulary, spelling, grammar and punctuation in oral and written correspondence
- district organization, operations, policies and objectives
- modern office procedures, methods and equipment, including computers, operations, software, word processing, spreadsheets, data bases
- telephone techniques and etiquette
- interpersonal skills using tact, patience and courtesy
- principles and procedures of manual and computerized record keeping
- principles of business letter, report, and commendation writing and basic report preparation
- basic mathematical principles

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular and consistent attendance is essential for this position.

Education and/or Experience:

The skills and knowledge required would generally be acquired with an Associates Degree in Secretarial Science and two years of experience in a secretarial position, or a high school diploma and four years of increasingly responsible secretarial experience. Skill in the following computer applications is desirable: word processing, data base management, spread sheets, desk top publishing, and graphics.

Approved by Auburn School Committee:

Approved 11-7-11

Auburn Public Schools

**II. Berkley Public Schools –
Executive Assistant to the
Superintendent & School
Committee**

BERKLEY PUBLIC SCHOOLS

Position Description: Executive Assistant to the Superintendent & School Committee

Position Goal: To assist the Superintendent and School Committee in the management of records, reports and communications of the school department and School Committee.

Qualifications:

1. High school diploma with related course of study (college degree preferred)
2. Three years related experience
3. Capable of maintaining confidentiality
4. Strong typing, stenography and technology skills (computer/office equipment)
5. Excellent research and writing skills
6. Strong communication and organizational skills
7. Appropriate public relations skills
8. Ability to work independently
9. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

Reports to: Superintendent of Schools

Performance Responsibilities:

1. School Committee Responsibilities:
 - a. Maintain records related to School Committee and Sub Committee meetings and issues,
 - b. Responsible for all School Committee meeting-related activities. Post meetings, public hearings in accordance with Open Meeting Law. Prepare and distribute agenda and back up information for all meetings.
 - c. Attend School Committee and Sub Committee meetings, complete required follow up tasks, record and prepare minutes and newsletters, handle committee correspondence, maintain records.
 - d. Maintain Official Policy Manual: Track policy readings, changes, and update manuals as needed. Possess knowledge and understanding of school system policy and relate this to others.
 - e. Prepare Annual Report of School Department Actions
2. Human Resource Responsibilities:
 - a. Maintain employee data base and personnel files on all employees, ensure all licenses, certifications, etc. are current and qualifications meet required standards.
 - b. Maintain and update job descriptions of all employees.
 - c. Prepare and disseminate Personnel Directory.
 - d. Track service records of all employees and order service awards.

- e. Track teacher and paraprofessional seniority. Prepare and distribute seniority list on yearly basis.
- f. Track teachers' course work for step increase eligibility and process lane changes.
- g. Post and track vacant positions, place ads, respond to inquiries, receive and process applications.
- h. Ensure that all paperwork is complete on new hires.
- i. Prepare individual contracts, appointment letters and/or re-appointment letters for all employees.
- j. Meet with new substitute applicants, process required paper work, maintain sub. files, maintain, update and distribute list as needed. Send letters of reassurance at year end.

3. State / Federal Data Reporting Responsibilities

- a. Serve as Dept. of Elementary & Secondary (DESE) Directory Administrator.
- b. Keep abreast of and ensure compliance with CORI & SAFIS law, complete and process district application, process and track CORI & SAFIS/FP results for all employees, substitutes and volunteers.
- c. Prepare school year calendar, track school days and cancellation days.
- d. Process and track state mandated Ethics training for all employees.
- e. Maintain current federal and state law employment postings at schools.
- f. Maintain and update all employment applications in accordance with legal requirements
- g. Gather data and prepare various reports required by federal and state agencies, including but not limited to EPIMS, NESDEC, School Choice and Children Attending. Assist with writing, preparing or amending and submitting grant applications.
- h. Respond to inquiries, process and issue work permits
- i. Prepare and distribute NCLB Annual Report Card for district and schools
- j. Respond and follow up on residency inquiries/issues to ensure compliance with Student Residency Policy

4. Website Responsibilities:

- a. Maintain the district website with current information, trouble shoot issues with webmaster and users. Research options and train on new website.
- b. Update Teacher Web pages and assist teachers with set up and access.
- c. Train, set up, maintain and update SMART PD website, issue PDPs/PTPs.

5. School Choice Program: Coordinate application process, respond to inquiries, update applications, process requests, maintain data base/roster, send letters of acceptance/denial, complete and submit reports to DESE.

6. Home School Education: Responsible for Home School student files, roster of all home schooled students, track yearly progress, respond to inquiries, prepare correspondence to families
7. Communication Systems: Maintain and update employee and student database to keep Global Connect Alert System current. Maintain and distribute Storm and Emergency Cancellation listing.
8. Perform routine duties including, but not limited to respond to communications, maintain filing system for Superintendent's Office and School Committee, prepare and process purchase orders, answer telephone, arrange travel arrangements and registrations for meetings and/or conferences. All assignments are to be completed promptly and accurately while handling appropriate details.
9. Act as communication liaison between the Superintendent and all staff, committees, groups, and agencies connected to or served by the Berkley School Department. Use good judgment in making decisions, or supply information based on knowledge of the Superintendent's viewpoint. Coordinate Holiday Dinner with Council on Aging and school staff. Coordinate efforts of office personnel, when necessary, through the Superintendent.
10. Perform other duties as assigned by the Superintendent of Schools or the School Committee to ensure smooth operations of the district.

Evaluation: The performance of the Executive Assistant to the Superintendent will be evaluated annually in accordance with provisions of school policy. The instrument for evaluating this position will be based upon the performance described previously in this description.

Adopted: March 1990
Amended: July, 1998
Reviewed: Aug. 2010
Revised: June 2013

**III. Blue Hills Regional
Vocational School –
Recording Secretary**

Recording Secretary to the Blue Hills Regional Vocational School

District School Committee

Job Responsibilities/Duties

- Record and transcribe minutes of the District School Committee meetings.
- Distribute approved District School Committee Minutes to in house and District Town Municipal Officials (Town Clerks/ Finance Committees/Commission, Boards of Selectmen and other interested individuals).
- Prepare and distribute related agendas, correspondence and notices.
- Prepare and distribute all Public Hearing Notices for Subcommittees and Contract Negotiations.
- Communicate and respond to inquiries.
- Maintain records, files and District School Committee Boardroom bulletin board.
- Order and inventory District School Committee office and meeting supplies.
- Maintain school/employee policy and procedure manual.
- Coordinate District School Committee functions.
- Perform the duties of the **District's Election Clerk** with a stipend provided every other year (state election year).

Position Duties Performed Time Frame: Three days per week (22.5 hours), **generally** Tuesday, Wednesday and Thursday 8:00 a.m. to 4:00 p.m. Two evening District School Committee Meetings per month and also a number of Special District School Committee Meetings, as scheduled. (District School Committee Meetings begin at 7:30 p.m. and end at different times.)

**IV. Cape Cod Regional
Technical High School –
Secretary to the
Superintendent**

Cape Cod Regional Technical High School Secretary to the Superintendent

General Statement of Duties:

This position provides secretarial support to the Superintendent and the School Committee. It necessitates extensive personal contact with other School Department personnel, including the principal, teachers and employees, members of the community, including parents, students, town officials, and volunteers. Because any individual in this position will be privy to confidential information concerning employees of Cape Cod Regional Technical High School, students and their families, it is imperative that the individual in this position maintains strict confidentiality of all information from the Superintendent and School Committee.

Reports to: Superintendent of Schools/School Committee

Performance Responsibilities:

1. Acts as confidential secretary to the Superintendent.
2. Gathers and prepares confidential material connected with collective bargaining and other legal matters for the Superintendent.
3. Gathers pertinent material/statistics/data for preparing reports.
4. Acts as intermediary for the Superintendent.
5. Acts as office manager in the absence of the Superintendent.
6. Attends School Committee meetings.
7. Composes written communication.
8. Organizes and types letters and reports from rough draft, long-hand notes, and short-hand.
9. Types legal notices, minutes, agendas, copy for publication, etc.
10. Maintains a regular filing system, as well as a set of locked confidential files.
11. Answers the phone, acts as receptionist, entertains visitors, handles inquiries, etc.
12. Receives, sorts, and distributes incoming mail.
13. Handles all School Committee meeting preparation, etc.
14. Operates all office equipment including copier, calculator, tape recorders, computer, etc.
15. Requisitions supplies and prepares purchase orders.
16. Deals with local press. Prepares Superintendent (reporter inquiries, etc).
17. MA Department of Elementary and Secondary Education Directory Administrator (oversees DESE Security Portal functions).
18. Prepare and maintain CORI (Criminal Offender Record Information) records.
19. Shall prepare work relating to Collective Bargaining.
20. Shall coordinate the telephone calls, messages, and visitors for the School Committee and Superintendent.
21. Prepares notices and materials for system-wide meetings.

22. Utilizes computer systems, transferring information systems, as determined.
23. Assists with processing work permits for students.
24. Shall perform all other duties and responsibilities that may be deemed necessary by the Superintendent of Schools and School Committee.

Qualifications:

1. Knowledge of proper business etiquette.
2. Strong interpersonal and customer service skills.
3. Knowledge of bookkeeping/accounting procedures.
4. Knowledge of business machines and office procedures.
5. Computer and typing skills.
6. Ability to work well with numerous departments and agencies.
7. Must be able to work independently.
8. Must be able to comprehend verbal and written instructions.
9. Proficient in Microsoft Office and use of all current office applications (i.e. word processing, spreadsheets, data base, and other computer applications and equipment.
10. Associate Degree preferred

Evaluation: Evaluation of the Secretary to the Superintendent is done annually by the Superintendent/Director.

Note: A specific requirement may be waived if an outstanding candidate is qualified in all other respects.

Recommended by Robert P. Sanborn, III, Superintendent/Director

First Reading by School Committee: 08/26/10

Final Approval by School Committee: 09/23/10

**V.Gill-Montague Regional
School District – Executive
Assistant to
Superintendent**

**EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
POSITION DESCRIPTION**

POSITION: Executive Assistant to Superintendent of Schools

REPORTS TO: Superintendent of Schools

SALARY RANGE: \$38,000 - \$45,000

POSITION DESCRIPTION:

The Assistant to the Superintendent provides the first point of contact to staff, students, and the public who come to the superintendent and the central office area. S/he sets a tone of service and respectfulness for the office and those served by the district. S/he manages the office, organizes information which comes through the office, manages the district website, prepares materials for the school committee, makes decisions as appropriate, and demonstrates initiative in improving practices. S/he possesses excellent communication, organizational, and problem-solving skills, is able to multi-task, and does all with humor and goodwill.

FUNCTIONS:

- I. **Executive Assistant to Superintendent of Schools**
 - A. Acts as liaison for Superintendent with Administrators, Staff, Parents, Community
 - B. Schedules Appointments
 - C. Prepares correspondence
 - D. Manages superintendent accounts and works closely with business office in ensuring account is within budget
 - E. Manages incoming and outgoing mail
 - F. Ensures all office machines are in operating order
 - G. Retrieves, responds to and/or redirects telephone calls, email, and voice mail messages as appropriate.
 - H. Keeps Emergency Calling Contact List up-to-date

- II. **Human Resources**
 - A. Hiring Process
 - a. posts and advertises for all open positions
 - b. receives and processes applications
 - c. monitors hiring processes and practices
 - B. Meets with new employees and supervises the preparation of forms
 - C. Ensures that all new employees do online State Ethics Training
 - D. Enters personnel data for all new employees in BudgetSense and Admin+
 - E. Maintains and updates personnel data for existing employees in BudgetSense and Admin+
 - F. Monitors certification/licensure of staff members
 - a. ensures all certifications/licensures are up-to-date
 - b. applies for waivers when necessary
 - c. liaison with DESE for staff seeking assistance with certification concerns and/or problems
 - G. Processes CORI Information
 - H. Maintains personnel files on all active and inactive staff

- I. Maintains substitute teacher applications and files
- J. Maintains Visio staffing charts for all schools and central office
- K. Tracks professional development reimbursement requests
- L. Processes and distributes employment agreements for all personnel
- M. Composes leave of absence letters in accordance with FMLA
- N. Liaison to Business Office for staff changes (appointments, resignations, etc)
- O. Liaison to legal staff to clarify/pursue employee related issues

III. District Data Management, Collection and Reporting

- A. Compiles and submits SIMS (Student Information Management System) to DESE
- B. Compiles and submits EPIMS (Education Personnel Information Management System) to DESE
- C. Compiles and submits School Attending Children Report
- D. Processes requests for School Choice
- E. Compiles and submits School Choice Reimbursement Report
- F. Updates information on district website as needed
- G. Maintains DESE Security Portal (District Administrator)
- H. Provides training and staff development to secretarial personnel
- I. Maintains district One Call Now system
- J. Provides updated student enrollment as necessary

IV. School Committee Recording Secretary

- A. Prepares agendas and materials for school committee
- B. Attends School Committee meetings
- C. Transcribes notes of meetings
- D. Acts as liaison for School Committee with principals, central office administrators, staff, and community members with school committee concerns
- E. Makes all arrangements for school committee meetings (presenters, location setup, media, etc.)
- F. Posts all meetings
- G. Arranges conferences for members as needed
- H. Maintains historical records of school committee meetings
- I. Facilitates nomination papers, ballots and warrant for school committee elections
- J. Maintains District Policy Manual
- K. Manages school committee accounts and works closely with business office in ensuring account is within budget

QUALIFICATIONS:

- Minimum Associates Degree in business management or equivalent work and educational experience
- Minimum 5 years secretarial experience
- Proficient in Microsoft Office
- Proficient in the operation of Office Equipment
- Excellent oral and written communication skills

**VI. Hadley Public Schools –
Administrative Assistant
in the Superintendent’s
Office**

HADLEY PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: Administrative Assistant in the Superintendent's Office

QUALIFICATIONS: High School Diploma

Demonstrated ability to use a computer system and multiple software applications, as well as other standard office equipment, i.e. copier, scanner, fax

Demonstrated ability to communicate effectively with staff and public in a pleasant manner

Demonstrated ability to multi-task and work under the supervision of an administrative assistant

Ability to maintain a high degree of confidentiality

Such alternatives to the above qualifications as the Superintendent and/or his/her designee may find appropriate.

TERMS OF EMPLOYMENT:

Fiscal Year Employee. Salary and work year in accordance with the Hadley Public School District Independents' Contract.

REPORTS TO: Administrative Assistant to the Superintendent

JOB GOALS: To assist the Administrative Assistant to the Superintendent in a professional, efficient and confidential manner.

To handle certain human resources functions

To present a professional tone and set a positive attitude when communicating with parents and staff

To maintain composure in difficult situations and use sound judgment when making decisions

PERFORMANCE RESPONSIBILITIES:

Order all supplies for the Hadley Public School central office

Maintain and update District inventory files

Arrange for and monitor all office equipment maintenance and service calls

Maintain a regular filing system, as well as a set of locked confidential files

Sort and process all in-coming correspondence

Provide general filing, sorting, collating and distributing functions for the Superintendent

Maintain, under the direction of the Administrative Assistant, certain portions of the District's web page

Process district wide mailings pertaining to the Superintendent's office

Work with the Administrative Assistant to process materials for hiring and recruiting by:

- Processing all applications that enter and leave the office
- Logging all applications received by the District for each opening
- Distributing copies of applications to the appropriate administrator
- Corresponding with all job finalists regarding Superintendent appointment and needed materials
- Providing new employee packet to all new employees
- Maintaining a physical file of all applicants for two years and keep a database of applicants
- Maintaining a physical file of all applicants for substitutes, as well as a data base for substitutes, and distributing names to the schools
- Processing and maintaining a spreadsheet of all CORI and fingerprinting forms for all employees, coaches, substitutes, volunteers and keep in a locked file
- Process and maintain files for State Mandated Ethics Compliance for employees, coaches and substitutes
- Process and post school committee meetings, agendas and minutes as directed by the Superintendent.

Act as office receptionist

Answer phones and direct calls for the central office

Perform other tasks and assume other responsibilities as the Superintendent and/or his/her designee may assign or delegate

EVALUATION: Written annually by the Administrative Assistant

**VII. Hamilton-Wenham
Regional School District –
Executive Assistant to the
Superintendent**

JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Title Executive Assistant to the Superintendent	Classification Exempt	Salary Grade Per Contract
Reports to Superintendent	Updated and Approved Date November 1, 2015	

Summary/Objective

Under general direction, performs highly responsible, confidential, and complex secretarial assignments for the Hamilton-Wenham Regional District Superintendent of Schools and the members of the Board of Education.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the Superintendent level of responsibility and interaction with the school committee, school district administrators, outside governmental agencies, the public, , as well as level of independent judgment and discretion exercise is part of the Confidential unit, which is distinguished from the classified unit by the assignment of duties.

Job Description Duties and Responsibilities

Support to Superintendent and Board

- Manages office details by relieving the Superintendent of Schools of routine requests and matters
- Schedules and coordinates Superintendent of Schools' calendar and appointments
- Schedules and coordinates travel and conference arrangements for Superintendent of Schools and Board members
- Coordinates timely receipt of School Committee agenda items; schedules, coordinates, trains, and directs the activities of clerical and other office personnel to maximize efficient workflow.
- Plans and coordinates regular meetings, study sessions, and closed sessions of the School Committee
- Prepares and distributes notices, agendas and supplementary materials, schedules facilities prepares transcribed minutes and follow-up actions, and arrange for video or audio recordings of meetings.

Communications

- Creates and processes letters, newsletters, e-mails, and other documents independently for the Superintendent of Schools
- Provides effective oral and written communication, and maintains relationships with the members of the school committee, school district staff, other town/city offices, outside agencies and the public
- Keeps the Superintendent of Schools apprised of potential problems and concerns
- Assists in preparing communication bulletins to the school committee regarding organizational updates and activities; edits letters, annual reports, newsletters and any related publications for the Superintendent of Schools.

JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Record Keeping

- Maintains database of school committee agenda items and actions; maintains official files of school committee minutes, agendas and resolutions
- Maintains permanent, historical records of the school committee
- Maintains committee Bylaws, Board Policies and Administrative Rules and Regulations database and files

Special Projects

Performs Special projects as assigned by the Superintendent of Schools and/or the school committee including the planning, coordination and implementation of school district special elections and committee elections;

Qualifications

Education, Training, and Experience

Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment; coursework in business administration or a related field is desirable.

Knowledge of:

Standard secretarial procedures and office management techniques; correct English grammar, punctuation, spelling, and proofreading; record keeping and filing systems, standard office equipment and software applications; principles of Internet research; effective telephone techniques.

Skill and Ability to:

Effectively coordinate a variety of difficult, technical administrative functions at a level requiring extensive independent decision-making within established rules, policies, and procedures; prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents; communicate effectively, both verbally and in writing, with the school committee, office, school administrative staffs, outside agencies and the public demonstrating tact, and diplomacy; maintain confidentiality of privileged and sensitive information; set priorities, define tasks, schedule and coordinate activities and functions, develop procedures and complete assignments; exercise independent thinking and good judgment; mathematical computational skills; operate a variety of office equipment including computer, fax machine, calculator and copier; interpret policies, administrative regulations and legislation, and accurately explain to others; establish and maintain effective file systems; perform research and compile information from a variety of sources; and maintain cooperative relationships with those contacted in the course of work assignments.

**VIII. Lincoln Public Schools
– Executive
Administrative Assistant
to Superintendent**



Lincoln Public Schools

REBECCA MCFALL, ED.D.
SUPERINTENDENT OF SCHOOLS

POSITION: Executive Administrative Assistant to Superintendent

QUALIFICATIONS:

- Associate's degree or higher; Bachelor's degree preferred
- At least five years of full-time experience in office administration; public school district experience preferred
- Ability to prepare complex correspondence and reports
- Ability to communicate effectively, both verbally and in writing, with administrators, faculty members, the media, parents, the general public, School Committee members, and town officials
- Ability to interpret, apply, and explain complex information such as regulations, policies, contracts, or services
- Ability to exercise mature judgment and a high degree of tact and diplomacy in responding to and resolving issues and problems in a highly professional manner on behalf of the Superintendent of Schools
- Ability to work with highly confidential and legally sensitive employee and organizational material with utmost discretion
- Ability to work independently and direct his/her own work as well as work cooperatively with others to analyze complex issues
- Ability to prioritize multiple tasks and perform detailed work accurately and efficiently within strict deadlines, in an environment with interruptions
- Efficient, effective and comprehensive use of technology; word processing, spreadsheets and presentation software; willingness to learn emerging technologies as needed
- Knowledge and understanding of Family Medical Leave Act (FMLA)
- Knowledge and understanding of Criminal Offender Record Information (CORI) process

RESPONSIBILITIES:

- Provide administrative support to the Superintendent of Schools
- Serve as liaison between the Superintendent and various stakeholders (School Committee members, administrators, faculty, staff, parents, community members, media, local and state government officials, etc.)
- Assists the Superintendent in collecting and organizing school/district data to inform practices
- Generate School Committee meeting agendas, prepare and electronically distribute School Committee packets to School Committee members prior to meetings
- Post district committee meetings. Post agendas, reports, and minutes of district committee meetings on the website
- Maintains the School Committee Long-term Agenda
- Assures that personnel tasks are carried out in compliance with contractual obligations and deadlines

- Coordinate, develop, and disseminate the weekly Superintendent's Bulletin
- Composes responses to routine correspondence and personnel tasks for the Superintendent
- Coordinates and monitors CORI checks for all employees and volunteers
- Coordinates and manages the FMLA process for all employees on medical leave
- Works with the Superintendent and other central office administrators in keeping track of policies, and regularly updates the District Policy Manual for use by the School Committee and all administrators
- Develops and maintains a personnel handbook
- Retrieves, responds to and/or redirects telephone calls, email, and voice mail messages as appropriate
- Respects the confidentiality of the office; handles all matters flowing through the office with discretion
- Understands the functions of all staff in the district and serves as a resource person for School Committee, central office administrators, principals, staff, and community members
- Maintains effective electronic and paper filing system that ensures timely retrieval of all relevant information related to laws, regulations, district/school policies and practices, and federal/state mandated reports
- Maintains accurate student enrollment numbers
- Electronically prepares and submits Massachusetts Department of Elementary and Secondary Education reports and Department of Defense Education Activity reports
- Develops annual school calendar
- Collects and prepares background data for collective bargaining
- Updates and maintains district-wide documents
- Demonstrates initiative in examining district practices and suggests changes and improvements as appropriate
- Uses technology effectively to prepare report presentations and public relations materials for the Superintendent
- Works collaboratively with all other support staff in getting the necessary work done effectively, efficiently, and positively
- Organizes and provides set-up and materials for a variety of administrative meetings and workshops
- Performs other administrative support functions as necessary

REPORTS TO: Superintendent of Schools

COMPENSATION AND WORK YEAR:

This is a full year position
Salary and benefits to be negotiated with the Superintendent

**IX. Longmeadow Public
Schools – Administrative
Assistant to the
Superintendent-School
Committee**

LONGMEADOW PUBLIC SCHOOLS
Longmeadow, Massachusetts

April 12, 2005

JOB DESCRIPTION

NOTICE OF VACANCY - PLEASE POST

TITLE: **Administrative Assistant to the Superintendent-School Committee
(Confidential Position)**

QUALIFICATIONS:

1. Formal secretarial/computer training preferred
2. Five years office experience as a private or confidential secretary desired (public school experience desired)
3. Computer experience using Microsoft Office Suite
4. Ability to organize data using spreadsheets and databases and knowledge of bookkeeping and budget procedures
5. Strong organizational skills
6. Ability to use general office machines and equipment effectively
7. Ability to deal effectively with people
8. Ability to handle multiple tasks in a busy office
9. Excellent command of the English language and good communication skills both oral and written.
10. Such alternatives to the above qualifications as the School Committee, or their designee, may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Staff persons designated by the Superintendent

JOB MISSION: To insure the smooth and efficient operation of the school district in order to increase the effectiveness of the Superintendent's Office and to assist the Superintendent in achieving the maximum positive impact on the education of children.

PERFORMANCE RESPONSIBILITIES:

1. Maintain School Committee Policy Book and accompanying Administrative Procedures. Prepare memorandums outlining and explaining policies and procedures.
2. Prepare agendas for School Committee meetings. Develop packets of material necessary for School Committee members to make decisions on agenda items.
3. Attend and take minutes of all School Committee meetings. Prepare School Committee minutes for approval by the School Committee. Responsible for maintaining permanent School Committee Minutes books.
4. Submit School Department warrant votes to Town Accountant after School Committee meeting, for payment
5. Responsible for posting all School Committee meetings at Town Office.
6. Liaison between the police department and school department dealing with verification of residency.

7. Receive, review, and file certified staff performance valuations reporting monthly to appropriate personnel on the number of evaluations received. Type all administrative evaluations made by the Superintendent.
8. Maintain a month-by-month deadline calendar for recurring items requiring School Committee and/or administrative action.
9. Compose business letters, documents, news releases, reports and public relation items and handles routine correspondence for the Superintendent.
10. Provide prompt response to individuals, outside agencies, and other school districts on request for public information about the Longmeadow Public Schools.
11. Prepare school department portion of Annual Town Report.
12. Report regularly to the Superintendent on any developments or problems within the district requiring the Superintendent's awareness or action and assist in the general administrative operations, as assigned.
13. Maintain accurate filing system of various forms as well as categorical and Superintendent's files.
14. Handle petty cash for the Superintendent's Office.
15. Prepare school calendar for School Committee approval.
16. Prepare School Committee meeting calendar.
17. Provide in-service training and orientation for appropriate support staff employees.
18. Assist in the preparation of teacher staffing and reduction in force notices.
19. Coordinate the out-of-district placements and tuition requests for Superintendent approval.
20. Responsible for checking and processing field trip request forms.
21. Responsible for organizing the Teacher Recognition Program.
22. Responsible for the School Choice lottery process.
23. Responsible for the Full-Day Kindergarten lottery process.
24. Perform any other duties and responsibilities as may be assigned.

TERMS OF EMPLOYMENT: Full Year Position – 7.5 hrs./day

SALARY RANGE: Negotiable

The following information is provided pursuant to ADA requirements.

SUPERVISORY RESPONSIBILITIES: NONE

PHYSICAL DEMANDS: Physical demands are a way of describing the physical activities that a job requires.

Strength: Light-lifting, 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Key: Occasionally (O)	Up to 1/3 of the time
Frequently (F)	From 1/3 to 2/3 of the time
Constantly (C)	2/3 of the time or more

Standing:	(F)
Sitting:	(O)
Walking:	(F)
Lifting:	(O)

- Reaching (F) – Extending the hand(s) and arm(s) in any direction
- Handling (F) – Seizing, holding, grasping, turning or otherwise work with hand(s)
- Fingering (F) – Picking, pinching, or otherwise working with fingers primarily
- Talking (F) Expressing or exchanging ideas by means of the spoken word
- Hearing (C) Perceiving the nature of sounds by the air
- Near Acuity (C) Clarity of vision at 20 inches or less
- Far Acuity (C) Clarity of vision at 20 feet or more
- Color Vision (F) Ability to identify and distinguish colors
- Field of Vision(C) Observing an area that can be seen up and down or right and left when eyes are fixed on a given point.

WORK ENVIRONMENT: Environmental conditions are a means of describing the physical surroundings of a worker in a specific job. This position is performed in a school setting where the environmental conditions should have no effect on how the job is performed.

Noise: Level 3 – Moderate level of intensity.

CLOSING DATE FOR APPLICATION: May 4, 2005

APPLY TO: Dr. Scott AndersEn
 Superintendent of Schools
 127 Grassy Gutter Road
 Longmeadow, MA 01106

APPROVED BY: _____ Date _____
 Superintendent of Schools

The Longmeadow Public School System does not discriminate in recruitment, hiring, or employment practices, as relates to age, race, color, gender, sexual orientation, handicap, religion, or national origin."

Revised: 4/2003

**X.Ludlow Public Schools –
Executive Secretary**

LUDLOW PUBLIC SCHOOL DISTRICT POSITION DESCRIPTION

Position Title:	EXECUTIVE SECRETARY	
Department:	Central Office	
Reports to:	Superintendent	
Prepared by:	Personnel Office	Date: March 28, 2007
Approved by:	School Committee	Date: September 25, 2007

SUMMARY:

Assists Superintendent, School Committee members, and District Administrators by performing secretarial duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides secretarial support to School Committee members.
2. Contacts administrators for agenda items for the School Committee Meetings/minutes.
3. Prepares and distributes meeting agendas.
4. Takes committee and Board meeting minutes in the evening.
5. Performs a variety of special projects.
6. Prepares/types correspondence, purchase orders, forms, etc.
7. Answers phones, responds to routine questions.
8. Interfaces with District parents, community and legislative leaders and the press regarding District and School Committee issues.
9. Type Annual Town Reports for the Superintendent, Business Manager, and School Committee Chairman.
10. Attend twice monthly school committee meetings to record committee action.
11. Copy and correlate Agenda for each meeting. Following meeting, transcribe minutes, type routine letters and memos and any correspondence Superintendent may have resulting from school committee action.
12. Comply with School Committee Chairman's request for letters, reports, etc.
13. Type minutes of negotiation meetings between school committee and employee bargaining units.
14. Maintain a regular filing system, including confidential records.
15. Place and receive telephone calls and record messages.
16. Order and maintain office supplies for the Superintendent.
17. Maintain a schedule of appointments and make arrangements for conferences and interviews, as necessary.
18. Welcome visitors and arrange for their comfort.
19. Other duties as assigned by the Administration.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

Minimum of High school diploma or general education degree (GED), degree preferred, and one to three years related experience and/or training.

Certificates, Licenses, Registrations:

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to multi-task.

OTHER SKILLS AND ABILITIES:

Typing tests must be passed at 55 words per minute. Dictaphone and personal computer skills necessary. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands 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.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee occasionally is required to walk and reach with hands and arms. The employee needs grip strength to take shorthand and/or minutes for long periods of time. The position frequently requires non-stop typing on the computer. The position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. Specific vision abilities required by this job include close vision and the ability to adjust focus .

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with staff and the general public. The employee frequently will be required to meet multiple demands from several people.

TERMS OF EMPLOYMENT: Twelve Month Work Year
According to Personal Service Contract

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

**XI. Melrose Public Schools –
Executive Assistant to the
Superintendent**

**Melrose Public Schools
Job Description**

Title: Executive Assistant to the Superintendent

Qualifications:

- Education — Associate's or higher degree.
- At least five years of full-time or equivalent part-time experience in office administration. Educational substitutions will only be permitted for a maximum of two years of the required experience.
- Knowledge of software used to create presentations, spreadsheets, documents, etc.
- Successful completion of a criminal record check (C.O.R.I.).
- Works independently to perform highly responsible duties of a complex nature requiring independent judgment in ensuring that the operations conform to applicable laws, rules, regulations, contractual obligations, and school policies.
- Extensive knowledge of the schools' programs and objectives, policies and procedures is required.
- Evidence good knowledge of office support functions including word processing, filing, composing a variety of business documents, reception, and researching, gathering and compiling data for reports.

Reports To: Superintendent

Job Goal: Assists the Superintendent in the efficient and effective operation of the Superintendent's office functions.

Work Year: In accordance with the contract

Salary/Benefits: In accordance with the contract

General Responsibilities:

Superintendent's Office:

- Serves as confidential secretary to the Superintendent of Schools.
- Sets up and maintains confidential files/records for Superintendent.
- Compiles information and prepares agendas and materials for meetings of Administrators and Central Office Staff.
- Compiles data, prepares preliminary draft of reports or schedules for the Superintendent's use and arranges for the printing and distribution of approved reports and schedules.
- Prepares correspondence for the Superintendent including new hire letters, non-renewal letters as well as general correspondence.
- Types, prepares and distributes annual notices such as Intention Forms, Return from Leave notices, etc.
- Prepares the school calendar for approval by the MEA and the School Committee.

- Maintains file of contracts for the various bargaining groups.
- Prepares contracts for newly hired administrators.
- Schedules appointments and meetings for Superintendent and assures that material and/or information requested is made available.
- Processes and maintains computer file of staff personal and professional days.
- Acts as a liaison between the Superintendent's Office and the general public.
- Processes background checks on all new hires.
- Performs other duties as circumstances warrant.

District:

- Handle requests for distributions of flyers to students; maintain file on field trips.
- Organize Kindergarten Parent Information Night and Kindergarten registration.
- Provides back-up support for any questions and issues not handled by the PIC.
- Maintain the district web page with necessary information and links.
- Assists City Clerk's Office in the formalities regarding the State Mandated Ethics Testing for all school employees.
- Available at all times to plan or assist with any/all district-wide meetings or registrations.
- Available at all times to assist any/all district administrators.
- Answer telephone and in-person questions from all school employees and the general public.
- Compile information through questioning individuals and by examining records and documents.
- Prepare written reports, policies and procedures.
- Responds to all telephone inquiries regarding the school system and/or specific problems or complaints. Refers all unusual or problematic matters to the Superintendent, appropriate administrator or other personnel.
- Maintain public relations role and liaison skills with all school administrators, faculty, and staff, as well as all city departments and agencies at both the local and state level to resolve problems, exchange information, and coordinate activities.

School Committee:

- Posts all School Committee meetings with City Clerk.
- Compiles information, prepares and distributes all School Committee agendas, minutes and packet documents via IQM2, the City's meeting software.
- Prepares School Committee correspondence as needed.
- Attend all School Committee meetings in the role of Recording Secretary.
- Sets up and maintains confidential files/records for School Committee including, but not limited to: legal issues, grievances, personnel issues, contracts, OML, public record requests, etc.
- Maintains record of Policies as approved by the School Committee and distributes same to schools.
- Notifies appropriate personnel of action taken by School Committee.
- Maintains permanent record of minutes of School Committee meetings.
- Maintain the School Committee web page with necessary information and links.

Essential Functions of the Job:

Must possess the ability to:

- Work independently and apply detailed organizational or program knowledge.
- Exercise sound judgment.
- Exercise judgment in handling confidential information and matters of a sensitive nature.
- Learn, interpret, and apply district policies and procedures.
- Maintain a good working relationship with all co-workers and the general public.
- Balance and coordinate a workload of multiple projects.
- Demonstrate clear and concise written and oral communication skills.
- Participate in ongoing training regarding legal and regulatory matters, technology, and software including IQM2.

Specialty Areas:

Must possess:

- Ability to write and prepare reports.
- Ability to communicate well with administrators, faculty members, parents, the general public, School Committee members, and town officials.
- Ability to handle and maintain privacy regarding matters of a confidential and sensitive nature.
- Ability to interpret, apply, and explain complex information such as regulations, policies or services.
- Ability to independently solve problems and perform liaison activities in a work setting.
- Knowledge of standard clerical procedures and office operations, English grammar, punctuation, and spelling.
- Format of documents in accordance with legal and business protocols.
- Knowledge of software applications including office, internet, and database programs, including the district's student information system.
- Knowledge of standard types of office filing systems.
- Proper telephone etiquette.
- Familiar with applicable sections of State and Federal laws and regulations that may pertain to the operation of the school district.
- Knowledge of District policies and procedures.
- Ability to promote good public relations at all times in the school and community.

Physical and Environmental Demands:

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to function in a normal office environment.
- Ability to move freely about the building.
- Read a computer screen for extended periods of time.
- Ability to operate and spend extended time using computer, telephone and other office equipment.

**XII. Monomoy Regional
School District –
Administrative Assistant
to the Superintendent**

Job Description:
Administrative Assistant to the Superintendent

Qualifications:

1. Secretarial School graduate or Bachelor's Degree or equivalent experience and training.
2. Five years office experience; keyboarding speed 75 wpm or higher; speedwriting/shorthand.
3. Demonstrated competence in the use of computers, related software, Internet, and business machines (fax, copier, postage meter).
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Reports To: Superintendent

General Scope: The Administrative Assistant to the Superintendent is responsible for the operation of the Central Office, specifically as pertaining to the Superintendent. Duties encompass a high level of independent work in a wide variety of administrative and secretarial responsibilities. Much of the work handled is of a confidential nature.

Performance Responsibilities - General:

1. **Reception:** Greet visitors. Screen visitors to prevent unnecessary interruption of administrators. Provide forms upon request.
2. **Telephone:** Respond to inquiries by appropriately directing call or seeking response and returning call. Screen telephone calls for Superintendent; problem-solve inquiries whenever possible and refer to appropriate alternate party. Maintain office voice mail system: update central office message as needed. Make calls for Superintendent when requested.
3. **Scheduling:** Coordinate appointments and meetings for the most effective use of the Superintendent's time.
4. **Document Preparation/Maintenance:** Produce (from dictation or composing at direction of Superintendent) documents as needed for the Superintendent and School Committee using Microsoft Word, Excel, PowerPoint and other software as needed.
5. **Act as liaison** for Superintendent with administrators by notifying of meetings, reports due, and other school business.
6. **Reports:** schedule, duplicate & distribute, collect and collate data for Department of Education reports/forms including but limited to SIMS, EPIMS, Enrollment data, Obtain Superintendent approval for paper and/or on-line submission.
7. **Staff Salary Schedule Advancement:** Responsible for reviewing SCC's/Course Approvals and notifying Business Manager and Payroll clerk when teacher will be moving to next category on Teachers' Salary Schedule. See current contract for details.
8. **Work Permits (shared with PPS Secretary and Medicaid Clerk):** Responsible for preparation of work permits and maintenance of adequate supply of work permit forms and literature. Be knowledgeable of and advise parents/students on State laws covering student employment.
9. **School Choice:** Responsible for explanation of School Choice policy and procedures to parents and students. Maintain file of inquiries. Maintain forms and schedules and assist

Superintendent with timely selection of School Choice students. Notify parents/students of outcome of application process. Ensure data is entered into student record systems for SIMS submission to DESE.

10. All other duties as deemed necessary by the Superintendent of Schools.

School Committee Recording Secretary:

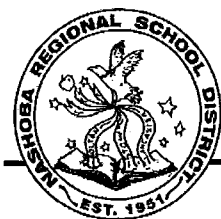
1. **School Committee Meeting Packet Preparation and Distribution**
On or before the Wednesday prior to each School Committee meeting, work with Superintendent to set Agenda and attachments. Prepare (keyboard, photocopy, collate) Agenda, minutes and attachments into packets for School Committee and staff. Distribute to School Committee electronically prior to meeting. Prepare hard copies of packets.
2. **Prepare and Distribute Meeting Notices/Change Meeting Notices** to Committee, appropriate staff, media and Town officials in accordance with Open Meeting Law.
3. **Record and Maintain School Committee Meeting Minutes**, revisions thereto and any related correspondence. Store in Central Office Minutes books and distribute to Town Clerk.
4. **Maintain current School Committee policy files and book.** Responsible for distributing new and revised policies to appropriate persons upon approval of Committee.
5. **Notify School Committee** of meeting dates/changes via telephone, email or U.S. mail.
6. **Prepare and post annual calendar of School Committee meeting dates.**
7. **Maintain files for and initiate approval of timely payment of Johnson-Ulm and Herbert Morse Scholarships.** Generate and record necessary correspondence (with recipients, colleges and Town Treasurer) pertaining to these scholarships.
8. **Maintain Committee membership roster** and necessary communications with state organization.

Terms of Employment:

Twelve month work year. Salary and benefits to be established by the School Committee.

Evaluation: This position will be evaluated annually.

**XIII. Nashoba Regional
School District – Executive
Assistant to the
Superintendent**



NASHOBA

Regional School District

Position: Executive Assistant to the Superintendent
Department/Location: Central Office/Superintendent's Office
Hours: 40+ hours/nonexempt

Organizational Scope:

A member of the Central Office, reports to the Superintendent of Schools

Duties and Responsibilities:

- Gathers, analyzes, and interprets data needed for compiling reports
- Maintains both paper and electronic files
- Creates and manages data bases for the purposes of maintaining current data
- Uses technology to appropriately communicate and correspond with faculty, staff, parents, and the community
- Maintains current information posted to the district website
- Provides telephone coverage, takes and relays messages, and maintains a current address file
- Greets members of the public, faculty, and students and provides a warm, welcoming environment to our customers, employees, and the general public
- Supports the Superintendent as it pertains to the development and dissemination of School Committee and sub committee agendas and related materials
- Attends bi-weekly School Committee meetings and sub committee meetings
- Provides support services as needed to the functions of the Office of the Superintendent as directed by the Superintendent and the Assistant Superintendent
- Other duties as assigned

Job Qualifications and Physical Demands:

Proficient in Microsoft Office Suite, including Word, PowerPoint, Publisher, Excel and calendar management; thorough knowledge of information gathering, reporting and storing; thorough understanding of technology to produce, store, and integrate working documents; understanding of and familiarity with website applications; strong aptitude for financial management; strong communication (oral and written) skills for effective communication; ability to work effectively with the public, school personnel and district town boards; ability to organize work flow, priorities, and the coordination of activities within the scope of duties and responsibilities; ability to manage multiple projects simultaneously, while adhering to deadlines and timelines.

Bachelors Degree Preferred; Will consider work experience of at least five (5) plus years in a professional office setting with similar (executive level) responsibilities; Experience working in a team environment. Must be able to assist in the protection of students and school property, and assist the Principal in fire and other emergency drills as required by law and School Committee policy. To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. Must be able to walk and stand on tile flooring for up to 1-2 miles per day, lift up to 25 pounds, bend and twist regularly at the waist, knees and neck.

**XIV. Newburyport Public
Schools – Executive
Assistant to the
Superintendent and Office
Manager**

Executive Assistant to the Superintendent and Office Manager

Reports to: *Superintendent of Schools*

Manage/Coordinate:

- Catapult District website software: update, administrate
- K-12 Insights: Let's Talk Community communication software; administrate users; liaison
- City of Newburyport Website for public meetings
- Blackboard Connect 5 Mass notification web service
- Survey Monkey Coordinate survey software used by admin, staff, School Committee
- SEVIS Student & Exchange Visitor Information System, obtain I-20s
- Cambrian Group Strategic Plan software; administrate
- MA DESE: Edwin Analytics software
- SAFIS Backup for fingerprinting information
- AESOP Backup administration (substitute, absentees)
- School Spring Backup administration (posting of jobs, interviews)

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

Responsibilities: Executive Assistant

- Initial contact person for general public and staff relative to issues around superintendent matters
- Confidential assistant to the Superintendent of Schools in all matters
- Maintain Superintendent's schedule
- Set up meetings, workshops, interviews
- Maintain electronic and hard copy files for Supt.
- Coordinate School Choice when offered, take in applications, arrange lottery, maintain records
- Coordinate residency issues
- Serve on District School Safety Committee with Supt., school admin, police, fire, Mayor, etc.
- Maintain up to date Crisis/Emergency Procedures manual
- Maintain the district website; coordinate school website pages; liaison to Catapult software company; administrate users/permissions; overseer of all sites
- Administer mass notification in emergencies, for school closings/delays, also communicate with TV/radio;
- Coordinate mass notification for support organizations, staff, etc.
- School Committee coordinator: prepare meeting packets, schedule meetings for Committee and subcommittees, coordinate district policy & procedure manual, SC rules & regulations handbook, and minutes
- Calendars: maintain district master calendar, school committee calendars, and student school year calendar
- Coordinate annual Edward G. Molin Award for Teaching Excellence: work with committee chair, assist in award preparation
- Post all public meetings at City for school committee, subcommittees, school councils, and SEPAC
- Assist in preparing reports on assessment and accountability in Edwin Analytics (DESE)
- Act as backup for AESOP substitute website, SAFIS fingerprinting website, and School Spring job posting website
- Assist HS Principal in use of SEVIS website for international exchange students
- Act as liaison with Educatius, the support company for international exchange students

- Act as secretary to the Strategic Planning Committee, assisting in use of Cambrian software, coordinating Action Team meeting sites, and be the liaison between committee and Supt.
- Assist in contracts for use of facilities at all school sites, maintain records
- Coordinate and build surveys in Survey Monkey for admin, staff and school committee
- Produce/build presentations as needed by administration
- Assist Asst. Superintendent, Director of Pupil Services, Exec, Asst. for Finance and HR and principals, whenever needed

Responsibilities-Office Manager:

- Overall responsibility for ensuring an efficient workflow within the central office
- Counsel employees if problems arise in the administration of their job responsibilities, work ethic
- Supervise the prep of central office procedures
- Responsible for physical environment of the office ensuring workstations are adequate
- Serve as a team leader to ensure cooperation and smooth office environment
- Conduct periodic staff meetings
- Coordinate professional development for district support staff
- Assist when needed for CORI verification
- Proficient in use of office equipment and machines
- Serve on interview committees and assist in selection of office support staff throughout the district

Other Responsibilities:

- Other tasks as assigned by the Superintendent of Schools
-

Goals:

- ◆ To establish a confidential rapport with the Superintendent of Schools, and Central Office administrators.
- ◆ Exemplary performance of all duties within job as stated above.
- ◆ Assist all administrators throughout the District.
- ◆ Employ not only a support staff who will excel at their jobs, but also assist one another in a very efficient and congenial atmosphere.

**XV. Norfolk Public Schools
– Administrative Assistant
to the Superintendent**

**Norfolk Elementary Schools
Norfolk, Massachusetts**

Title: **Administrative Assistant to the Superintendent
School Committee Recording Secretary**

Position: The Administrative Assistant to the Superintendent will be employed on a full time basis in support of the Superintendent of Schools. The School Committee Recording Secretary will be employed on a designated basis to record and write up minutes of meetings.

Qualifications: Minimum requirement of an Associate's Degree in Office Management, Business Sciences, or related field, and five to seven years of experience in business administration, five of which have been in a school environment or equivalent education or experience. Proficiency with computers and office machines. Strong communication and organizational skills. Ability to work independently and as a member of a team. Ability to operate effectively while under pressure.

Reports to: Superintendent of Schools
School Committee

Work Year: Per Individual Contract
Recording Secretary - yearly as designated

Specific Duties

- Represents the Central Office in a personable and professional manner
- Assists with the public relations and communication efforts of the Superintendent
- Works collaboratively with the Superintendent, School Committee, administrators, secretaries, faculty, staff, town officials, and other committees to accomplish tasks or projects assigned
- Organizes information and maintains documentation, reports, files and records.
- Maintains information as confidential to the Central Office
- Answers phones and directs calls to the appropriate individual
- Maintains the Superintendent's calendar and the district's calendar
- Prepares and organizes the Superintendent with the necessary documents and information required for meetings/appointments
- Prepares, correspondences, presentations, and publications
- Prepares and distributes of School Committee agendas, packets and minutes
- Schedules, posts, attends and records School Committee meetings
- Stays current with Massachusetts General Laws regarding the Open Meeting
- Records all regularly schedule School Committee meetings, open forums, public budget hearings and any other public meetings as designated by the Committee
- Word processes all minutes in the required format for approval by the Committee in a timely manner
- Maintains Norfolk School Policy Manual with updates additions, deletions, and changes when advised

- Monitors district webpage and notifies technology of updates
- Manages district Connect-Ed notifications
- Responds to inquiries or complaints, or directs them the appropriate department person
- Manages and orders Central Office supplies and materials
- ~~Assists in the district's annual budget process - copies, edits, collates and distributes materials~~
- ~~Assists HR with filing, payroll preparation, attendance and other HR tasks~~
- ~~Assists HR with the annual HR-CORI/exercise~~ + **RENEWALS**
- Collates information and makes edits for the district's Family Handbook
- Ability to accurately proofread and edit
- Assists in the preparation of Faculty/Staff Orientation Day
- ~~Assists other office plans in various duties.~~

- Assist ASST. Bus mgr. w/ collections
- **Prepares all materials + on-line programs for PD.**

Evaluation

Annual evaluation will be done by the Superintendent of Schools with assessment based on goals established at the start of each school year.

Developed: 11.01
 Revised: 12.06
 Revised 10.10
 Reviewed 09.11
 Revised 10.11

**XVI. North Middlesex
Regional School District –
Executive Assistant to the
Superintendent**

North Middlesex Regional School District

TITLE: Executive Assistant to the Superintendent (Confidential)

DEFINITION

Under general direction, performs highly responsible, confidential, and complex secretarial assignments for the North Middlesex Regional School District Superintendent of Schools and the members of the North Middlesex Regional School District School Committee and North Middlesex Regional High School Building Committee.

DIRECTLY RESPONSIBLE TO

Superintendent of Schools

SUPERVISION OVER

Responsible for assigning, directing, and reviewing the work of other support personnel

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this position)

Support to Superintendent and School Committee

Manages office details by relieving the Superintendent of Schools of routine requests and matters; ; schedules and coordinates Superintendent of Schools' calendar and appointments; schedules and coordinates travel and conference arrangements for Superintendent of Schools and School Committee members; coordinates timely receipt of School Committee agenda items; schedules, coordinates, trains, and directs the activities of clerical and other office personnel to maximize efficient workflow, plans, coordinates, and attends regular meetings, and executive sessions of the School Committee ; prepares and distributes notices, agendas and supplementary materials, schedules facilities and audio-visual equipment, prepares transcribed minutes and follow-up actions of meetings.

Communications

Creates and processes letters, newsletters, e-mails, and other documents independently for the Superintendent of Schools; interprets and explains District policies, programs, and legislative regulations; provides effective oral and written communication, and maintains relationships with the members of the School Committee, school district personnel, outside agencies, the public, and the news media; keeps the Superintendent of Schools apprised of potential problems and concerns; assists in preparing communication bulletins to the School Committee regarding personnel updates and activities; edits letters, annual reports, presentations and any related publications for the Superintendent of Schools.

Special Projects

Performs Special projects as assigned by the Superintendent of Schools; serves as secretary to the North Middlesex Regional School District School Committee by planning, coordinating, and attending meetings; assists in coordinating district superintendent meetings; coordinates and facilitates quarterly meetings with the Superintendent's Parent Advisory Council; coordinates and attends Policy Subcommittee meetings; research and compile data for other projects as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment; coursework in business administration or a related field is desirable.

Knowledge of:

Standard secretarial procedures and office management techniques; correct English grammar, punctuation, spelling, and proofreading; record keeping and filing systems; general finance and accounting principles; applicable sections of Massachusetts General Laws, and other related laws; and Robert's Rules of Order; standard office equipment and software applications; principles of Internet research; effective telephone techniques.

Skill and Ability to:

Effectively coordinate a variety of difficult, technical administrative functions at a level requiring extensive independent decision-making within established rules, policies, and procedures; prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents; communicate effectively, both verbally and in writing, with the School Committee, school administrative staff, outside agencies, the public, and news media demonstrating tact, and diplomacy; maintain confidentiality of privileged and sensitive information; lead and direct work of other clerical and office personnel and evaluate performance; set priorities, define tasks, schedule and coordinate activities and functions, develop procedures and complete assignments; exercise independent thinking and good judgment; mathematical computational skills; operate a variety of office equipment including computer, fax machine, calculator and copier; interpret policies, administrative regulations and legislation, and accurately explain to others; establish and maintain effective file systems; perform research and compile information from a variety of sources; and maintain cooperative relationships with those contacted in the course of work assignments.

Other Characteristics

Willingness to work during evening hours to attend regular and special School Committee meetings, and other meetings and conferences as assigned; willingness and ability to obtain a Notary Public Commission.

**XVII. Northbridge Public
Schools – Executive
Assistant to the
Superintendent**

**NORTHBRIDGE PUBLIC SCHOOLS
JOB DESCRIPTION**

JOB TITLE:	Executive Assistant to the Superintendent
BARGAINING UNIT:	Non-Affiliated
REPORTS TO:	Superintendent of Schools
REVISED:	3/14

Qualifications: Bachelor's degree or equivalent and at least three years of experience in an executive support position, preferably in a school setting.

Job Summary: Actively provides support for the Superintendent of Schools. Acts in a **confidential capacity** to the Superintendent of Schools and other members of the executive staff.

- Knowledge:**
1. Outstanding interpersonal skills and ability to deal with the public in a calm, reassuring and sensitive manner
 2. Ability to exercise mature judgment and a high degree of tact and diplomacy in responding to and resolving issues and problems in a highly professional manner on behalf of the Superintendent of Schools
 3. Superior computer and technology skills and experience with current technology applications such as Microsoft Word, Excel, and Publisher; Goggle apps; and various other file formats.
 4. Strong skills in oral and written communication, including knowledge of business English, spelling, and punctuation
 5. Excellent knowledge of office practices, procedures, and equipment
 6. Ability to maintain a good working relationship with all co-workers, district employees, School Committee members town officials, the general public, and the news media

- Performance Responsibilities:**
1. Meet and interact with district employees, parents, the public, and the news media in routine and unique situations which

require tact, discretion, and courtesy, and evaluate, delegate, and expedite an appropriate response

2. Maximize utilization and effective management of the Superintendent's time in a confidential and professional manner
3. Perform general secretarial duties as required for the smooth and efficient functioning of the school district and the Superintendent's office
4. Maintain the specific and general files for the Superintendent's office and the School Committee
5. Assist in the preparation of proposals, reports, data research, and other projects as necessary to support district operations, as well as meet all legal requirements and mandates as requested
6. Compile and format newsletters, flyers, press releases, event programs, etc. for central office personnel, and distribute as appropriate
7. Attend School Committee meetings and other meetings as directed, and prepare, distribute, and maintain the official records of these meetings
8. Perform any other duties as requested by the Superintendent

Evaluation: The Executive Assistant to the Superintendent shall be annually evaluated by the Superintendent based on the knowledge and performance responsibilities detailed in the job description.

Salary & Benefits: To be negotiated.

Employment Terms: Full year employee

**Executive Assistant to the Superintendent
Job Duties
April, 2014**

Daily Work

1. Receptionist Duties
 - a. Answer telephone, route all calls
 - b. Greet visitors
2. Process Requests for Leave
3. Process Conference Request Forms
4. Process Course Reimbursement Forms
5. Process CORI Request Forms
6. Sort and Distribute Inter-office Mail

Weekly Work

1. Paycheck Distribution
2. Athletic Calendar Weekly Schedule
3. Process Weekly Payroll/Attendance Sheets in Timekeeping
4. Record Timeslips

Miscellaneous Duties

1. Process School Choice Applications
2. Send out Press Releases
3. Update Incident Report Spreadsheet
4. Maintain Field Trip Folder
5. Manage Flyer Distribution Requests
6. Process Vocational School Applications
7. Create and Distribute New Employee ID Badges
8. Process Purchase Requisitions in Munis (Conferences, Course Reimbursements, and other items)
9. Compile Superintendent's Newsletter
10. Create Flyers and Programs for various events as requested
11. Post School Committee Meetings in accordance with OML
12. Prepare agendas and packets for School Committee Meetings
13. Maintain official record of all School Committee Meeting documents including agendas, packets, meeting minutes, and additional handouts

**XVIII. Norwell Public
Schools – Executive
Assistant to the
Superintendent**

**NORWELL PUBLIC SCHOOLS
NORWELL, MASSACHUSETTS**

JOB DESCRIPTION

- POSITION:** **Executive Assistant to the Superintendent of Schools**
- GENERAL DUTIES:** To coordinate, carry out, and support activities essential to the efficiency, effectiveness, and responsiveness of the Superintendent of Schools.
- REPORTS TO:** Superintendent of Schools
- QUALIFICATIONS:**
1. An associate degree or higher in Secretarial Science, Business Administration, or related field desired;
 2. Ability to utilize Microsoft Office, Google Apps and other computer application software as needed;
 3. Strong clerical skills including keyboarding and shorthand or note taking;
 4. Ability to work independently on many tasks simultaneously while attending to detail in a fast-paced office environment;
 5. Excellent organizational, interpersonal, and communication skills;
 6. Ability to maintain complete confidentiality;
 7. Demonstrated ability to perform the responsibilities below as evidenced by course work, educational experience, school-level involvement and/or systemwide professional activities, and the interview process.
- RESPONSIBILITIES:**
1. Assist the superintendent in general administrative operations;
 2. Prepare and file all documents pertaining to the appointment of teachers, administration, secretaries, aides, custodians, coaches and central office personnel;
 3. Prepare and file all documents pertaining to the appointments for short and long term substitutes as well as day-to-day substitutes;
 4. Process all new hires with conflict of interest training, CORI, fingerprint, and i.d. paperwork and provide new hires with directions for enrollment at Town Hall;
 5. Compile operational statistics and gather and organize other data as the superintendent may require;
 6. Prepare, review, process, and direct correspondence and reports as assigned by the superintendent;

7. Prepare, collate, and distribute School Committee agenda materials;
8. Act as stenographer at School Committee meetings and any other meetings as requested; taking, transcribing and typing minutes and related materials;
9. Maintain the district policy manual;
10. Place and receive telephone calls, record messages, and direct callers to appropriate office;
11. Assume scheduling, coordinating, budget development, and clerical functions as the superintendent may assign;
12. Assign duties to and supervise the work of clerical office personnel;
13. Maintain regular and confidential filing systems;
14. Coordinate, manage, and provide technical support for local area network and telecommunications;
15. Report regularly to the superintendent on any developments or problems within the district that requires his awareness or action;
16. Accumulate and disseminate information about new developments programs, and activities of the district;
17. Perform all other duties as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Twelve month salaried position; benefits as established for central office staff.

EVALUATION: Performance-based evaluation and compensation in accordance with School Committee Policy and Conditions of Employment for Central Office Personnel.

Approved by: _____
 Matthew A. Keegan
 Superintendent of Schools

Date: _____

Reviewed and agreed to by: _____

Date: _____

EQUAL OPPORTUNITY EMPLOYER

Norwell Public Schools does not discriminate on the basis of race, color, religious creed, national origin, gender, gender identity, age, ancestry, or disability in its admission or access to, or treatment or employment in its programs and activities.

**XIX. Oxford Public Schools
– Executive Assistant to
the Superintendent**

Oxford Public Schools

Executive Assistant to the Superintendent

Supervision

Works under the general direction of the Superintendent of Schools following the department rules, regulations and policies, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule. Exercises judgment and initiative in resolving problems, sometimes of a sensitive nature and completing assignments independently.

Job Environment

Work is performed under typical office conditions using standard office equipment.

Essential Functions

Has frequent contact with the public, town departments, parents, staff, as well as a variety of local organizations. Communication is made through in-person discussion, telephone conversations, email, as well as written correspondence.

Posts all districtwide employment vacancies, both internally and externally, via SchoolSpring.

Responsible for compiling and coordinating all information for the Annual Town Report from all departments.

Has access to a wide variety of school-wide confidential information, including personnel records, salaries, contract negotiations, investigations and complaints.

Responsible for service delivery, the administration of personnel policies and rules and regulations in accordance with applicable federal and state laws.

Ability to communicate effectively & professionally, both orally and in writing. Address concerns with tact, diplomacy and discretion, maintaining confidentiality and professionalism at all times.

Maintains Superintendent's calendar and schedules appointments; receives and screens phone calls, correspondence and visitors and refers to appropriate staff.

Maintains and updates employee database and all pertinent information. Ensure timely handling of course authorizations, tuition reimbursement requests, as well as field trip and conference attendance approvals.

Maintenance and updating of district webpage as needed.

Responsible for snow day delay and cancellation notification; advising all television stations, radio stations, and local newspapers of the information; updating of school website and initiation of all-call system as well.

Administers all personnel actions including appointments, separations, step increases, longevity, promotions, etc.; verifies or obtains pertinent data and prepares necessary paperwork;.

Keeps updated Seniority Lists for all bargaining unit members, including the tracking of professional status, professional development and certifications.

Serves as the district's CORI and SAFIS administrator, referring necessary information to the Superintendent of Schools.

Prepares and types correspondence, reports, confidential information; researches information for use in responding to inquiries; maintains department files and records.

Serves as liaison between Superintendent and School Committee, School Department staff, town offices, and the public; relays and obtains information as required. Posts School Committee meetings in compliance with the Opening Meeting Law and prepares and distributes agenda packets for meetings to all members; including obtaining, compiling and coordinating all supporting documentation.

Prepares school year calendar.

Education and Experience:

Associate's degree or higher preferred; including or supplemented by courses in office procedures and secretarial skills; four years of office and secretarial experience; or any equivalent combination of education and experience.

Physical Requirements:

Minimal physical effort is required to perform duties under typical office conditions. Ability to operate a keyboard.

Frequent talking, listening, sitting, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects up to 25 pounds; specific vision requirements for this position include close vision for long periods of time and the ability to adjust focus.

**XX. Reading Public
Schools – Secretary to the
Superintendent**

**READING PUBLIC SCHOOLS
READING, MASSACHUSETTS**

Position Title:	Secretary to the Superintendent
Department:	Central Office
Reports to:	Superintendent
FLSA Classification:	Non-Exempt
Approved by:	John F. Doherty, Ed.D.
Revision Date:	February 2016

SUMMARY: To assist and relieve the Superintendent of paperwork and impedimenta so that he may devote maximum attention to the central problems of education and educational administration. Schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and administrative and business detail. Reads and routes incoming mail. Composes and types routine correspondence. Files correspondence and other records. Compiles and types statistical reports. Prepares notes, correspondence, and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The essential functions or duties listed below are illustrations of the type of work that is performed and is not an exhaustive list of the duties performed for by this position. Other duties may be assigned.*

- Performs secretarial duties for Superintendent and School Committee.
- Obtains, gathers, and organizes pertinent data as needed, and puts into usable form. Distributes such data as required.
- Collects and compiles information on miscellaneous projects for Superintendent and School Committee.
- Assists the Superintendent in the preparation of materials, documents, and reports for submission to the School Committee.
- Assists the Superintendent in the preparation of materials for the School Committee including the agenda, Superintendent's memorandum and other documents required for School Committee consideration and sees that the material is distributed to members prior to the scheduled meetings.
- Attends School Committee meetings as needed and records proceedings and transcribes and prepares minutes for distribution.
- Types letters, memoranda, reports, and other materials from clear copy or rough draft.
- Composes replies to correspondence as directed.
- Proofreads material for correctness of spelling, grammar, content and format.
- Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
- When required, places and receives telephone calls, and records messages.
- Maintains a schedule of appointments and makes arrangements for conferences, travel and interviews.
- Schedules and follows up on various meetings of the Superintendent.
- Responsible for the organization, completion and forwarding of packets to the School Committee.

- Keeps calendar of Superintendent's meetings/activities.
- Compiles and forwards appropriate memos, documents, meeting dates, etc.
- Handles and disseminates all required forms received from the State Department of Education.
- Processes all correspondence as directed by the Superintendent.
- Cooperates with Central Office personnel in gathering information and preparing reports as required.
- Assumes such other responsibilities that are consistent with the smooth operation of the Superintendent's Office.
- Assists in collecting necessary data to complete all local, state and federal reports currently required or to be required.
- Assists in preparing state and federal reports on a timely basis in final form for the signatures of the Superintendent and School Committee Chairperson as required. Reports include, but are not limited to, School Attending Children, Technology MELA-O, SES Title I.

SUPERVISORY RESPONSIBILITIES: Exercises no supervision.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The Superintendent may waive or modify the qualification requirements.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Proficiency in Microsoft Office Suite
- Data entry and typing skills
- Excellent organizational skills
- High degree of accuracy and attention to detail
- Office management skills
- Customer service orientation
- Ability to work independently
- Ability to multi-task and prioritize workload with strong time management skills
- Ability to maintain professionalism and strict confidentiality at all times
- Ability to develop effective working relationships with students, staff, and the school community
- Strong written and verbal communication skills. Individual will be asked to proofread and edit documents, compose written communications, procedures, and other materials for publication
- Ability to compute rate for tuition payments
- Understand confidentiality requirements regarding student records
- Ability to perform duties with awareness of all district requirements and Board of Education policies

EDUCATION/EXPERIENCE:

- High school diploma or equivalent required; Associate's degree preferred.
- Experience in a school and/or business secretarial environment preferred.
- Experience with MUNIS database system preferred.

LICENSES/CERTIFICATIONS: None required.

PHYSICAL DEMANDS:

The employee must also often remain in a stationary position for considerable periods of time. The employee may be required to occasionally traverse throughout the school building. The employee must frequently use hands to finger, handle, or feel; and use hand strength to grasp tools. Frequently operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer). The employee must be able to input information into a computer and as well as read material from a computer monitor as well as handwritten or printed matter with or without visual aids. The employee must be able to communicate effectively with students, staff members, and the general public in person and on the telephone.

WORK ENVIRONMENT:

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location. The employee interacts with parents, staff members, and the general public. The employee occasionally must meet multiple demands from several people.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.

**XXI. Seekonk Public
Schools – Confidential
Secretary to the
Superintendent and
School Committee**

Confidential Secretary to the Superintendent of Schools in Seekonk/Seekonk School Committee

QUALIFICATIONS:

- High School Diploma or Associate's Degree preferred.
- Excellent Typing and Clerical Skills; including technological proficiency (eg: word, excel, power point)
- Strong Human Relations Skills
- Ability to work independently in a highly responsible and confidential manner.
- Excellent verbal and written skills; and ability to compose and revise letters.
- Strong organizational skills, highly detail oriented and the ability to multi-task.

REPORTS TO: Superintendent performs additional duties for the School Committee.

PERFORMANCE RESPONSIBILITIES:

Superintendent/Office Responsibilities:

- Prepares Correspondence, reports, notices and other documents as instructed.
- Works cooperatively with the District's data clerk to obtain and organize data and prepare reports as requested by administrators and office coordinator;
- Maintains a regular filing system for the Superintendent of Schools;
- Reviews all Superintendent's incoming mail and appropriately re-directs it and/or processes it as appropriate;
- Places and receives telephone calls on behalf of the Superintendent and accurately records messages or assists the caller as appropriate; screens unexpected callers in accordance with predetermined instruction, including gathering information accurately and reporting same to the Superintendent of Schools;
- Maintains School Department snow chain binders and, with the Superintendent's direction, notifies TV and radio stations of school cancellations and delays; notifies all school department staff and families of Seekonk students by both voice mail and text message
- Maintains the Superintendent's schedule, including scheduling appointments and meetings; and arrangements for conferences.
- Maintains the District website calendar of events and uploads any documentation at the direction of the Superintendent;
- Prepares employment postings as directed by administrators on District web site, School Spring and DESE web sites; organizes applications and communicates with hiring administrators, ~~arranging and scheduling appointments for interviews~~ and maintains job posting in accordance with State requirements.
- Produces an annual staff directory;
- Processes staff and volunteer fingerprinting/CORI background checks, maintains, updates and distributes up-to-date list of approved individuals, maintains secure fingerprinting/CORI files;
- Monitors the MASC/COSCAP list service for emerging issues and communicates same to the Superintendent;
- Maintains the District's Policy Manual and index of policies; tracks the acceptance of all policies and uploads same to the District's website upon acceptance;

- Revise, design, edit and distribute letterhead, forms, and calendars annually or as necessary.
- Assembles, updates and submits School Department information as part of the Annual Town Report;
- Revises contracts as directed; maintains contracts and database of expiration dates for administrative and auxiliary staff; uploads all contracts to the district web site and to the DESE website as necessary.
- Receives records and communicates with SEA all notifications of anticipated retirement, requests for transfer, leave of absence. Prepares all correspondence in response to requests.
- Prepares correspondence for employment or termination as directed;
- Prepare three drafts of following year's school calendar for consideration by SEA and administrators
- Receives, records and tracks notifications of anticipated retirement, requests for transfer, and leaves of absence for the purpose of staff planning; prepares response correspondence;
- Prepares and maintains seniority lists for all collective bargaining units;
- Works with building principals to ensure that all non-union staff evaluations and reasonable assurance letters have been completed and filed in personnel files;

School Committee:

- Posts and/or reposts yearly schedule for School Committee meetings in accordance with legal requirements and secures use of buildings for meetings;
- Prepares and assures posting of public notice of School Committee meetings in accordance with the Open Meeting Law;
- Prepares School Committee packets, both hard copy and electronic, and attends all meetings of the School Committee;
- Keeps full and accurate minutes of all meetings of the School Committee;
- Assists in the preparation of agendas setting forth all known items of business to be considered at School Committee meetings;
- Updates and maintains District website calendar of all School Committee meetings and other events.
- Downloads audio of each regular session School Committee Meeting to District website.
- Uploads all materials used at each regular session School Committee Meeting to the District's website within 48 hours of the meeting in accordance with District Policy.
- Maintains the School Committee files and disseminates information to the public in accordance with public records laws; and completes special projects that are relevant to effective School Committee operations (i.e., budget books, Student Recognition Ceremony, etc.).

All other duties as assigned at the discretion of the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month year with salary and fringe benefits as determined by the School Committee. Hours worked when school is in session shall be as follows: 8:00 AM to 4:00 PM with one half hour for lunch.

Evaluation:

Performance of this job will be evaluated by the Superintendent.

**XXII.Somerville Public
Schools – Executive
Secretary**

TITLE: Executive Secretary

JOB GOAL: To plan, organize, and administer the work of the office of the superintendent of schools and to assist the superintendent in his duties as secretary to the school committee according to its established rules, regulations, and policies. This also includes acting as secretary to the school committee during meetings, responsibility for all school committee communications, minutes, records, and files, and supervising others working in direct support of the central administration.

REPORTS TO: Superintendent of Schools

QUALIFICATIONS: Three to five years of related experience as secretary to an administrator; or five years' successful employment as a school secretary within the district or in another district of comparable size; some formal educational training beyond high school is desirable.

Excellence in shorthand, typing, and oral and written communication skills.

Strong organizational qualities and ability to work independently.

Must assume the duties as secretary to the school committee, attend all such meetings, and maintain the confidentiality required by these duties.

Such qualifications as the School Committee may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Performs difficult and responsible clerical work requiring the exercise of independent judgment in carrying out complex assignments in conformance with departmental regulations and established procedures.
2. Attends the meetings of the school committee, which are held in the evening, and other school department related meetings as may be requested by the superintendent, takes stenographic notes of the proceedings, and prepares transcriptions of the meetings.
3. Prepares, together with the superintendent, an agenda setting forth all known items of business to be considered at the school committee meeting.
4. Keeps full and accurate minutes of all meetings of the committee and prepares the minutes for presentation to the superintendent and the school committee for approval and printing.

5. Is librarian of all school committee records and files, and catalogues all business related to school committee meetings and executive sessions.
6. Assists the superintendent in the administration of the department by performing highly responsible administrative functions and relaying administrative orders and other information to employees.
7. Acts as a confidential secretary to the superintendent.
8. Works with the superintendent in developing and implementing policies and procedures to be followed.
9. Supervises the administrative details of the office and the individuals who are employed in direct support of the central administration.
10. Prepares and handles correspondence and answers important correspondence independently.
11. Responsible for independent exercise of administrative judgment and decision making.
12. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations.
13. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.
14. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as directed.
15. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
16. Attends weekly staff meetings, prepares agenda, takes notes, and sees to their distribution to central administration staff.
17. Welcomes visitors and arranges for their comfort.
18. Maintains calendar of meetings and gives public notice of all meetings of the school committee.
19. Assists in the preparation of speeches, public relations releases, the annual report of the superintendent, and other reports as required.
20. Prepares correspondence related to functions of the school committee.
21. Has charge of a small group of office personnel involved in carrying out administrative and clerical duties related to the operation of the schools.

22. Accepts and processes public requests for information and services and in general, provides administrative support to the school committee and school department.
23. Performs such other tasks as may from time to time be assigned.

**XXIII. South Shore
Regional School District –
Executive Assistant to the
Superintendent-Director**

JOB DESCRIPTION

POSITION: EXECUTIVE ASSISTANT TO SUPERINTENDENT-DIRECTOR

CLASSIFICATION: CONFIDENTIAL

REPORTS TO: Superintendent-Director

GOAL STATEMENT: The Executive Assistant to the Superintendent-Director will:

- Manage the confidential activities and responsibilities of the school district office and work in concert with district and main office staff to ensure effective and efficient communication and interaction with employees and the community at large.
- Possess the most current technology and computer skills needed to thrive in a project-based, multi-tasking environment, and have the ability to adapt to new technologies and software programs, thereby supporting the overall effectiveness of the school district.
- Oversee the overall administrative support operations of the district and high school offices.

QUALIFICATIONS:

- Trained executive secretary with a minimum of five (5) years of experience - preferably educational or other public sector secretarial experience.
- Excellent writing, editing and speaking skills.
- Proven track record of dependability and reliability, ability to multitask and manage varied projects and work as part of a team.
- Extensive knowledge and experience in use of all Microsoft Office applications and experience with learning new technology and applications.
- Flexibility in work schedule as needed, including use of remote technology to meet performance responsibilities.
- Formal human resources training is desired but not required.

TYPICAL PERFORMANCE RESPONSIBILITIES: (other duties may be assigned as needed)

Secretarial Functions

- Performs all typing, filing, copying as it pertains to office of superintendent.
- Opens, disseminates and distributes all mail coming into superintendent's office.
- Maintains superintendent-director's calendar and travel arrangements.
- Assists administrators and high school office staff with school events.

Budget Functions

- Assists superintendent in preparation and dissemination of school district budget.
 - Copy and distribution to all staff.

- Develop statistical data pages for all departments.
- Set-up budget books for School Committee and Administrative Staff.
- Projects and develops budget for Main office.

School Committee and School District Functions

- Assists superintendent in preparation for and follow-up of School Committee meetings, including preparation of agenda, agenda memo, motions, school committee mailings, public postings, polling of members, etc.

HR Functions

- Oversees all aspects of the staff recruitment process, including job posting, advertising, application processing, interview scheduling.
- Oversees all aspects of new employee orientation process, including CORI/SORI check, hiring and benefits packages.
- Coordinates all new employee information and provides it to the district business office.
- Sets up, maintains and is custodian of all employee files.
- Sets up and maintains personnel database (electronic).
- As liaison with Department of Elementary and Secondary Education, updates Staff Register.
- Liaison with CHSB.
- Sets up and maintains and disseminates staff attendance, sick leave and vacation allowance records.
- Maintains sick leave bank and seniority list records.
Sets up, maintains coordinates and files employee accident report files.
- Prepares / coordinates Workers Compensation Forms (not payroll) – liaison with insurance agency.

Statistical Reporting Functions

- Prepares Fall and End-of-Year State statistical reports (electronic filing)(Staff stats only).
- Collects, organizes and disseminates other statistical reports as needed.

Use of Facilities Coordinator

- Coordinates use of facilities requests.
- Maintains Facilities Use Calendar.

Office Manager Functions

- Responsible for maintaining adequate inventory of all office and general instructional supplies (includes keeping the supply areas in good condition, doing physical inventory, obtaining quotes, writing bid specs where needed, and preparing requisitions).
- Coordinates securing of office equipment (postage meter, mailing machine, copiers, computer equipment, printers and copiers) and copier/duplicating equipment in faculty room.
- Coordinates securing of maintenance contracts for office equipment and copier/duplicating equipment in faculty room.
- Oversees telephone system – voice mail – and intercom system.

Other

- Prepares student accident claim forms for parents and submission to insurance agency.
- Custodian of file with Certificates of Title for all school vehicles.
- Custodian of file with Registrations for all school vehicles. Also coordinates with insurance agency re obtaining / renewing Repair Plate for Automotive Shop.
- Prepares emergency closing chain call list/radio-TV announcements.
- Does research projects as needed for Superintendent.
- Specialty tasks:

- Designing/developing forms, as needed, for use by School District.
- Internal / external PR.
- Produce school calendar, handbooks and contracts.
- Website updating.

POSITION: 12 month position, 40 hour work week
Flexible work hours may be necessary based on district needs
Salary and benefits negotiable

**XXIV. Westborough Public
Schools – Assistant to the
Superintendent**

JOB TITLE:

Assistant to the Superintendent of Schools

REPORTS TO:

Superintendent of Schools

JOB SUMMARY:

To assist the superintendent in the management and dissemination of information necessary for the efficient operation of the district.

ESSENTIAL JOB FUNCTIONS:

- Serves as confidential assistant to the superintendent of schools
- Coordinates work flow through the superintendent's office, including the independent processing of routine matters and directing matters to the appropriate personnel
- Coordinates information flow with School Committee, including gathering and distributing information for Committee meetings, and serving as backup recording secretary to School Committee as necessary
- Manages changes to District's online Policy manual at direction of Superintendent
- Issues contracts and coordinates supportive documentation for newly hired school personnel, as well as renewal contracts for nonunion personnel
- Updates Staff Changes spreadsheet with new hire information
- Prepares annual stipend letters for athletic coaches, extra-curricular positions and department heads/team leaders
- Maintains district files with agencies such as DOE, MASC, etc.
- Conducts basic research on selected issues
- Maintains files of programs such as Forbes Loan Program, including issuance of loan proceeds, processing of payments, repayment letters, and the submission of an annual report
- Collects individual reports from school principals and department administrators for submission to selectmen's office for Annual Town Report
- Establishes school calendar annually
- Updates Emergency Contact information for Central Office Staff
- Posts School Committee agendas and meeting minutes on district website; publicly posts School Committee meetings
- Prepares print ads for legal notices
- Processes and maintains secure files for CORI requests for the School Department
- Processes and maintains secure files for CORI and SORI requests for Community Education Summer Camp staff as per Board of Health Camp licensing requirements
- Receives and maintains secure files for Fingerprint Reports from DCJIS (CORI UNIT)

- Assists in information gathering for Coordinated Program Review (CPR) for sections pertaining to Civil Rights and Other General Education Requirements
- In conjunction with Superintendent, communicates important updates to staff and families regarding key district initiatives/events via Connect5, email, website
- Provides backup support to Assistant to the Assistant Superintendent for new student registrations

NECESSARY SKILLS/ABILITIES:

- Outstanding secretarial, information processing and office management skills
- Flexibility in working hours
- Ability to work independently, accept direction or direct others as required
- Ability to exercise discretion and judgment
- Ability to work with the public in a positive, constructive manner

TRAINING/EXPERIENCE:

- Experience in educational environment
- Proficient in WORD and EXCEL programs; knowledge of or ability to learn other systems such as School Center, PowerSchool, GOOGLE Drive, and ConnectEd

**XXV. Westport Community
Schools – Executive
Secretary to
Superintendent**

Westport Community Schools
Westport, Massachusetts

JOB DESCRIPTION

POSITION: Executive Secretary to Superintendent

QUALIFICATIONS:

1. Associate's Degree minimum; Bachelor's preferred.
2. Proficiency in areas of data and word processing, and office technology management.
3. Five years previous experience as professional secretary.
4. High level of skill in daily use of various word-processing, data-base management, and communication programs and equipment.
5. Demonstrated ability to work cooperatively with other staff members, students, teachers, parents, administrators, and the general public.
6. Demonstrated ability to work as confidential secretary in a 1:1 relationship with Superintendent.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: Superintendent of Schools

JOB GOAL:
support To perform organizational and secretarial responsibilities in of the functions and operations of the Office of the Superintendent of Schools.

PERFORMANCE
RESPONSIBILITIES:

1. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations.
2. Obtains, gathers, and organizes pertinent data as needed, and puts it into a usable form.
3. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence.
4. Places, receives, and processes all telephone calls, incoming mail, or other information.
5. Orders and maintains supplies as needed.
6. Performs any bookkeeping or recordkeeping tasks associated with the specific position.
7. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
8. Welcomes visitors and screens callers.
9. Publishes legal notices concerning district business.
10. Prepares executive summaries and reports as needed.
11. Maintains confidentiality in all matters related to personnel and other matters of a confidential nature.

12. Assists in preparation of School Committee packets.
13. Does research on topics and prepares summary reports as requested.
14. Manages all filing systems for the district
15. Works with other administrative executive secretaries to insure good office procedures.
16. Serves as clerk to the School Committee.
17. Performs such other appropriate tasks as may be assigned.

TERMS OF EMPLOYMENT: 12 month year. Salary to be established by the Committee.

EVALUATION: Performance of this job will be evaluated annually in accordance with Committee policy on evaluations.

APPROVED BY: Westport School Committee DATE: January 24, 1995
Revised: December 16, 2003
Revised: September 13, 2005

REVIEWED AND AGREED TO BY: _____ DATE: _____

Code: ExecSecSuper

**XXVI. Westport
Community Schools –
School Committee
Recording Secretary**

Westport Community Schools
Westport, Massachusetts

JOB DESCRIPTION

POSITION: School Committee Recording Secretary

QUALIFICATIONS:

1. High School Diploma minimum; Associates' preferred.
2. Experience as an administrative secretary, in a school system or administrative office preferred.
3. Thorough knowledge and appropriate use of grammar, spelling, sentence and paragraph construction, and acceptable business correspondence practices.
4. Emotional maturity, professional competence, and personal integrity.
5. Demonstrates neatness in appearance, exhibits professional mannerisms, and takes pride in producing quality documents in the workplace.
6. Patience and tact in dealing with the public-at-large is necessary.
7. Ability to quickly adjust to changes in scheduling format and presentation.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: School Committee Chair

JOB GOAL:

To act as the School Committee Recording Secretary for meetings and prepares reports of the meeting minutes.

PERFORMANCE
RESPONSIBILITIES:

1. Must be available to attend all School Committee meetings to their full completion and maintain a reasonable level of flexibility to attend meetings based on the needs of the Committee or Superintendent.
2. Take notes of all School Committee proceedings and transcribe the notes into a set of minutes of the meeting.
3. Present to the Superintendent and Secretary of the Superintendent a copy of the minutes.
4. Maintains a high level of confidentiality for all work performed and for all meetings attended.
5. Submits the official minutes and draft of minutes of the School Committee meeting to the Superintendents Secretary.

6. Prepares and presents for approval the minutes of each School Committee meeting; in consultation with Superintendent and School Committee Chair.
7. Maintains a good working relationship with all co-workers and the general public.
8. Ability to function in a normal public meeting environment.
9. Read a computer screen for extended periods of time.
10. Ability to operate and spend extended time using a computer.

TERMS OF EMPLOYMENT: 12 month year, approximately 2-3 meetings per month.

SALARY: Hourly

EVALUATION:

Performance of this job will be evaluated annually in accordance with Committee policy on evaluations.

APPROVED BY: Westport School Committee DATE: October 23, 2013

REVIEWED AND AGREED TO BY: _____ DATE: _____

Code: SCRecordingSEC

**XXVII. Weymouth Public
Schools – Secretary to the
Superintendent and
School Committee**

WEYMOUTH PUBLIC SCHOOLS

(Revised November 2011)

Title: Secretary to the Superintendent of Schools and School Committee

Responsibility:

The Secretary to the Superintendent is directly responsible to the Superintendent of Schools and the School Committee.

General Duties:

Working with a minimum of supervision, the Secretary to the Superintendent performs duties of varied and responsible nature, requiring accuracy, good judgment, confidentiality, and the ability to work well with people under pressure. The secretary will coordinate, carry out and support activities essential to the efficiency, effectiveness and responsiveness of the superintendent's office.

Specific Duties:

- Composes and prepares various correspondence and reports at the direction of the superintendent;
- Maintains a file of items to be included on agenda for School Committee meetings;
- Posts with Town Clerk all meetings of the School Committee and its sub-committees as required by law;
- Prepares the final School Committee agenda and background material, assembles packets and distributes same to School Committee members and members of the administrative staff. In addition, distributes agenda to building principals, the Weymouth Teachers Association, local newspapers (Ledger and Weymouth News), Tufts Library, Townwide Parent Council, WETC, Town Clerk for posting;
- Prepares draft of School Committee Meeting minutes for the Superintendent to present for consideration of approval at a subsequent meeting of the Committee and when finalized, distributes at the Superintendent's direction to School Committee members;
- Maintains permanent files of School Committee minutes and makes them available to the public in keeping with School Committee rules. Keeps a separate file of executive session minutes in a private file;
- Updates school website with School Committee postings, agendas and minutes;
- Maintains the District's Policy Manual;
- Transcribes to permanent files record of certain meeting conducted by the Superintendent
- Receives and screens all incoming mail to the Superintendent's office and distributes as directed by the Superintendent;
- Answers telephones and responds to inquiries directed to the Superintendent's office;
- Schedules appointments for the Superintendent;
- Handles frequent contacts with the general public, School Committee members, Town boards and officials, staff members and organizations affiliated with the School System;
- Processes TEPS/salary advancement materials to the review of the Superintendent and then to School Committee action as is necessary;
- Maintains extensive regular and confidential filing system;
- Orders and maintains supplies for the Superintendent's office as needed;
- Reproduces and distributes at the Superintendent's direction professional materials and information to System staff and others;
- Handles, on an annual basis, planning and procedures for several events as directed by the superintendent;
- Maintains record of absence and vacations for administrative staff;
- Performs such other duties as requested by the Superintendent.

**XXVIII. Worcester Public
Schools – Administrative
Assistant to the
Superintendent**

HUMAN RESOURCESWORCESTER PUBLIC SCHOOLS
WORCESTER, MASSACHUSETTS**Bulletin #143****2015-2016
Personnel Series****May 3, 2016****TO: ALL PERSONNEL****FROM: Mark T. Brophy, Director, Instructional Support Personnel****SUBJECT: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT****REPORTS TO: SUPERINTENDENT OF SCHOOLS****ANTICIPATED START DATE: IMMEDIATELY****ACCOUNTABILITY OBJECTIVE:**

This position is accountable to the Superintendent of Schools for providing all administrative support functions through strong organizational skills, interpersonal communication, analytical abilities, and other action plans consistent with policies of the school district to provide the best educational services available.

PRINCIPAL RESPONSIBILITIES:

1. Responsible for gathering data and assisting the Superintendent of Schools in the preparation of all reports and presentations, including but not limited to, School Committee reports, school community reports, Federal and State reports and correspondence and emails.
2. Responsible for overseeing the daily operations of the office of the Superintendent, including but not limited to day-to-day clerical needs, managing incoming phone calls and correspondence, maintaining a current and organized filing system, photocopying and scanning, and maintaining and updating contact and task lists.
3. Responsible for multitasking in a busy office environment where there is a continued need to prioritize.
4. Responsible for coordinating all customer service inquiries to the office of the Superintendent and responsible for responding to various inquires.
5. Responsible for arranging meetings and conferences, scheduling interviews and appointments, and performing other duties related to maintaining one or more individual schedules. Responsible for promoting effective time management when handling schedules through meeting scheduling, answering and screening telephone and incoming mail.
6. Responsible for serving as a liaison for the Superintendent at various meetings or committees within area of responsibility.
7. Responsible for willingness to learn new skills and responsible for overseeing and managing an array of ongoing duties and special projects.
8. Responsible for assuring equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, gender identity, national origin, sexual orientation, homelessness, or disability.

9. Performance of other job-related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree in Education or related field or Minimum of 5 years of administrative or support services experience.
2. Demonstrated proficiency with MS Office Suite, including Word, Excel, PowerPoint, and Outlook.
3. Demonstrated skill in gathering and reporting information and preparing presentations.
4. Demonstrated ability to exercise initiative, confidentiality, problem-solving, and decision-making.
5. Demonstrated strong work ethic.
6. Demonstrated excellent organizational and time management skills.
7. Demonstrated excellent communication, both oral and writing skills.
8. Excellent analytical and leadership skills.
9. Must have knowledge of educational practices.
10. Demonstrated ability to be positive, proactive, high-energy and enjoy working in a fast-paced, results-driven and highly collaborative environment.

PREFERRED QUALIFICATIONS:

1. Good knowledge and experience and comfort with using new/emerging technologies and software.
2. Ability to work effectively with other departments, parents, staff, and elected officials.
3. Experience working in a school or government accounting environment involving knowledge of local, state, and federal regulations.
4. Experience working with municipal financial departments in the use of automated municipal financial management systems.
5. Ability to speak Spanish, Vietnamese, Albanian, Portuguese or an African language

WORK YEAR: Full year, Non-Represented Position

WORK DAY: 8:30 a.m. to 4:30 p.m. with additional hours required to fulfill position responsibilities.

SALARY: \$61,280 – \$79,900 annual

TO APPLY: Any person interested in this position should apply on-line at www.worcesterschools.org. All information including a resume and cover letter must be submitted by May 16, 2016.

This deadline does not preclude further advertisement or recruitment.

**XXIX. Worcester Public
Schools – Assistant to the
Superintendent/Clerk of
the School Committee**

**WORCESTER PUBLIC SCHOOLS
WORCESTER, MASSACHUSETTS**

Job Description

POSITION: Assistant to the Superintendent/Clerk of the School Committee

REPORTS TO: Superintendent of Schools/Worcester School Committee

ACCOUNTABILITY OBJECTIVE:

The position of Administrative Assistant assumes responsibility for whatever tasks are assigned directly from the Superintendent and the School Committee. This position is responsible for the accurate structuring of all School Committee meetings, for the maintenance of accurate records, votes, proceedings, etc.; and for the generating of appropriate backup materials from all school personnel for the School Committee and for administrative matters.

PRINCIPAL ACCOUNTABILITIES:

1. Accurate record keeping of regular and special meetings of the School Committee and maintenance of these records in proper form for future reference.
2. Coordination of all School Committee agenda materials.
3. Responsible for attending all regularly scheduled special and Standing Committee meetings of the School Committee.
4. Contribution to the development of long and short-range goals of the Worcester Public Schools as a member of the Superintendent's staff.
5. Contribution to and maintenance of good public relations for the Worcester Public Schools through timely, cordial and appropriate processing of personnel or community inquiries.
6. Provision of leadership in the formation and effective implementation of those studies designated by the Superintendent in response to the needs of, and consistent with the objectives of the School Committee.
7. Procurement, development and distribution of accurate information for internal use, and for use by the School Committee, and in response to requests and/or needs of outside agencies.
8. Responsible for coordination and integration of those activities within and among the Department of Education which meet the requests or needs of the School Committee and the Superintendent of Schools.
9. Development and maintenance of a secretarial staff capable of achieving assigned objectives through effective management techniques.

10. Responsible for contributing to Equal Opportunity and Affirmative Action by means of support, orientation of staff, action plans and continuous examination of all educational and employment practices and materials consistent with the goals and objectives of the school district insuring equal opportunity to all individuals regardless of race, age, gender, color, marital status, religion, national origin, or disability.
11. Performance of other job-related duties as assigned by the Superintendent of Schools and School Committee.
12. Production of the Superintendent's Digest of School News, a newsletter which serves as a communication link informing parents, students, staff and the community of activities that are taking place in the Worcester Public Schools.
13. Coordination, editing and design of the performance Report.

SALARY: \$68,568 - \$103,613