



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Superintendent maintains District Office and perform receptionist duties, provide administrative and confidential support to the Superintendent and School Board. Promote positive staff and community relations.

Job Title:	Superintendent Secretary	Revised Date:	11-13-17
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Job Description: Provides administrative support for Superintendent, Board of Education and other Staff as needed.

- Job Activities:**
- Receptionist duties for district office: answer phones, direct calls, take messages, greet people, open and distribute mail, order supplies as necessary, fax, make copies, and type documents (job postings, ads, school announcements, etc.) submit to newspaper, job agencies, web site, and staff as needed.
 - Provide confidential and administrative support to the Superintendent, and School Board members.
 - Prepare and process confidential paperwork and documents, research projects as needed.
 - Prepare and coordinate all school board agendas and documents for each meeting, take meeting minutes, process legal documents, issue letters and process any paperwork as needed for each meeting.
 - Coordinate and schedule meetings for superintendent as needed.
 - Process yearly estimates: lawn care, snow removal, garbage, fuel, milk, and bread.
 - Assist Transportation Company when needed with secretarial support-provide confidential support, create memos as needed regarding transportation issues/concerns.
 - Chief Election Judge for all school district elections:
 - Coordinate, process and oversee all legal and required paperwork in conjunction with each election
 - Be sure each election is run in conjunction with state and federal laws, statutes and procedures
 - Some training of judges as needed, and give direction of the correct process to maintain the integrity of the election.
 - Manage and maintain all individual student activity accounts per audit guidelines: receipt all money, process all payments, maintain files, reconcile account monthly, and prepare year end reports.
 - Direct student activity account users of proper procedures, to be in compliance with guidelines.
 - Work with auditors as needed for yearly audit, pertaining to activity accounts and Board information.
 - Interpret legislative language, statutes, and state guidelines as needed
 - Verify and process student enrollment-open enrolled students into school district, special education students, and those students enrolling to other districts.
 - MARRS Coordinator duties. Please see MARRS Coordinator description.
 - Other duties as assigned.

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	Secretarial	Employment Status:	Full-time
Employment Type:	Employee	Manages Others:	No
Band-Grade-Sub Grade:	C-4-2		
State Job Match Points:	213		

- Qualifications:**
- * Strong attention to detail and good interpersonal skills
 - * Ability to multi-task in fast-paced dynamic environment
 - * Election knowledge and experience helpful
 - * Organization skills
 - * Excellent communication skills, ability to deal with Public, Students and Staff
 - * Strong decision making and problem solving skills.
 - * Excellent computer and office equipment knowledge
 - * CDL Licensing Knowledge
 - * Some accounting experience helpful

Career Level:	Entry Level	Years of Experience:	[1-3 years]
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Degree:	High school or Equivalent, Certification/Diploma, Associates
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Non-Union

Approved By: Brad Sellner	Date Approved: 1-30-14
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