

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

**TITLE:** Confidential Secretary (Central Office)

**QUALIFICATIONS:**

1. **Education/Certification:** Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
  - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
  - b. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
  - c. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
  - d. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
  - e. Demonstrated computer skills.
  - f. Must be team oriented with excellent interpersonal and communication skills.
  - g. Must be willing to participate in ongoing in-service training as requested.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To assist and relieve the Superintendent of Schools, Special Education Director, Director of Instruction, and District Business Manager, of paperwork and impediments so that they may devote maximum attention to the central problems of education and educational administration.

**PERFORMANCE RESPONSIBILITIES:**

1. Typing, distribution and filing of all School Board meeting agendas and minutes and accompanying support materials. This includes: collection of relevant data through incoming mail and from district administrators and staff, and use of notes and recorded video to outline meeting minutes for formal approval and public posting in a timely manner.
2. Open and review incoming mail. Process incoming correspondence and flag priority/sensitive mail in order to expedite. Report regularly to the Superintendent any developments or problems within the school system which may require his/her awareness or action.

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3. Composition of various letters or memoranda in the administrator's name, as instructed, in addition to keyboarding correspondence already composed by administrators.
4. Place, receive, screen and route phone calls.
5. Collect information, complete and/or collaborate to complete, copy, mail, and file various state or federal reports.
6. Schedule appointments and coordinate arrangements for meetings/conferences.
7. Collect pertinent information to compose and place job postings internally and externally and in accordance with pertinent bargaining agreements.
  - a. Collect applications for advertised openings, maintain database for distribution to hiring administrator and for corresponding with applicants. Maintain files of applicants for 24 months.
  - b. Schedule interview appointments with prospective applicants and prepare interview instruments for search committee as requested.
8. Generate and maintain a master employee home address/phone directory for internal publication.
9. Maintain database(s) and/or lists:
  - a. Staff by department, assignment, hire/departure date, etc., to assist the Technology and Payroll departments with on-boarding and Facilities with ID badge de-/activation
  - b. CHRC status for district's non-teaching staff in order to flag and remind prior to their expiration date to renew [*State does not send reminders.*]
  - c. Curricular/athletic stipend assignments
  - d. Committees for communication and record purposes
  - e. PowerSchool and Infinite Campus student data to keep up-to-date with special education case log (SpedNet)
  - f. Restraint/Seclusion incidents
10. Order supplies as requested and track budgets.
11. Establish and maintain office filing systems.
12. Maintain the School Board's Policy Manual. File hard copy and disseminate updates electronically.
13. Maintain the School Department's job descriptions. File hard copy and disseminate updates electronically.

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14. Maintain portions of the district's web site, including District Google calendars and in conjunction with the Cape Elizabeth webmaster.
15. Schedule all requests for the Wm. Jordan Conference Room in Town Hall.
16. Assist the Superintendent with annual staff recognition and district opening meeting.
17. Performs other duties as assigned.

### **EQUIPMENT USED:**

Computer, printer, typewriter, calculator, telephone, copy/fax machine, and other pieces of general office equipment.

### **WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

**Environmental Conditions:** inside, working around moving objects, working alone

### **TERMS OF EMPLOYMENT:**

8 hours per day/260 days per year

Compensation in accordance with recommendations established by the Superintendent of Schools.

### **EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

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**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: December 12, 2006

Revised: 09.08.2015 (replaces Administrative Assistant to the Superintendent)