



Job Title: Secretary to Director of Communications **Exemption Status/Test:** Non-Exempt
Reports to: Director of Communications **Date Revised:** October 6, 2017
Dept. /School: Communications and Public Relations

Primary Purpose:

To assist in the routine work activities of a school district department office and provide clerical and administrative services to the Director of Communications and Public Relations and other staff members.

Qualifications:

Education/Certification:

High school diploma, or equivalent, from an approved educational institution
CEOP Certification, preferred

Experience:

Three (3) years successful secretarial experience in public schools
Two (2) years successful secretarial experience in a central office position, preferred

Special Knowledge/Skills:

Good telephone and public relations skills
Proficient in keyboarding, work processing, file maintenance, and other computer skills
Working knowledge of basic office procedures and the operation of common office equipment/machines
Strong written and oral communication skills, including grammar and spelling
Ability to interact with a potentially aggressive media while maintain a calm, professional manner
Ability to apply common sense understanding to carry out written, oral, or diagram instructions
Ability to work with numbers in an accurate and rapid manner
Strong organizational and interpersonal skills
Detail oriented
Ability to work well with a diverse population
Ability to type 50-plus works per minute
Must possess strong bookkeeping and budget-keeping skills
Working knowledge of Skyward, Kronos, Excel, Word, and PowerPoint, preferred

Essential Duties and Responsibilities

1. Receive visitors and telephone calls; respond to general inquiries about functions of the department; screen those which can be handled with Director's help.
2. Process incoming and outgoing mail.
3. Maintain adequate materials and office supplies for efficient and effective department functions.
4. Utilize office technology (e.g., fax machine, electronic staplers/hole punches, etc.) to complete tasks and maintain operational readiness of equipment.
5. Assist with development of the department office budget and maintain ledger records and other bookkeeping tasks as needed.
6. Prepare and maintain purchase orders, check requests, invoices, reimbursements, etc.
7. Maintain appropriate files and records associated with responsibilities.

8. Maintain Director's calendar, schedule meetings, travel arrangements and prepare materials for meeting as requested.
9. Assist other department professional staff with appointments, scheduling meetings, travel arrangements, material preparations, and other secretarial tasks.
10. Plan and implement event such as the GISD Retirement Banquet and Signing Day.

Professional Effectiveness

11. Maintains confidentiality and integrity of information handled within the office.
12. Articulate support for the mission, philosophy, strategic plan, goals/objectives, policies, and procedures of GISD.
13. Comply with policies established by state and federal law, State Board of Education rule, and local school board policy.
14. Use effective communication skills to present information accurately and clearly.
15. Complete work efficiently, accurately, and promptly.
16. Show initiative in assuming responsibility for routine office functions, duties, and responsibilities.
17. Relate to staff, students, and parents in ways that convey mutual respect, concern, and high expectations.
18. Demonstrate effective organization skills.
19. Accept responsibility for the care and protection of district property.
20. Perform other duties as assigned.

Personal Effectiveness

21. Determine priorities and maintain office controls to ensure timely accomplishment of assigned tasks.
22. Demonstrate professionalism in dealing with students, parents, community members, and colleagues.
23. Exert a positive influence demonstrating a "can do" attitude and fostering a collaborative work environment.
24. Maintain a problem solving mindset, approaching problems with tact, directness, and integrity.
25. Maintain professional behaviors, including appearance, daily attendance, punctual arrival, and order work space.
26. Maintain mental alertness and physical ability to perform job functions.
27. Demonstrate interest in acquiring new skills and knowledge.
28. Pursue professional development through reading, attending conferences/training, and being involved with related associations and/or organizations.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Some late hours

Mental Demands: Work with frequent interruptions; coordinate multi-tasks; maintain emotional control under stress; maintain confidentiality as required by FERPA

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.