

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSISTANT TREASURER/EMIS COORDINATOR	File 201
Reports to:	Treasurer	
Job Objective:	Performs duties that support the effective operation of the treasurer's office. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law. Performs duties that support the effective maintenance of EMIS records.	
Minimum Qualifications:	<ul style="list-style-type: none">• Associate degree or equivalent accounting work experience is required.• An acceptable score on a pre-employment test may be required.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Meets all prerequisite qualifications to be bonded.• Multitasking ability and strong diplomacy skills. Congenial telephone etiquette.• Keeps current with technology and other workplace innovations that support job functions.• Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.• Bookkeeping skills and the ability to consistently compute mathematical data accurately.• Gives careful attention to details and effective customer-service.• Experience with governmental accounting procedures and automated data processing systems.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Coordinates office workflow. Monitors work progress. Helps staff as needed to meet deadlines.• Provides administrative support services. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.• Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.• Helps communicate information about weather delays and program cancellations.• Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.• Helps prepare complete and systematic records. Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.• Posts receipts, expenditures, and investment transactions daily. Balances ledgers monthly.• Maintains student activity accounts and building fund records.• Reconciles bank statements as directed. Files checks in numerical order.• Analyzes account activities. Prepares monthly recaps as directed.• Maintains a building-use calendar. Processes rental contracts/invoices. Records payments.• Processes forms for special education reimbursements.• Processes receivable accounts. Prepares/makes bank deposits.• Reviews staff mileage and reimbursement forms. Prepares and disburses checks.• Maintains a vendor tax identification file. Prepares 1099 forms.• Processes approved invoices for payment. Maintains a completed payment file.• Helps prepare and distribute bid packages. (e.g., notices, specifications, forms, etc.).• Obtains vendor price quotes. Analyzes comparative data. Prepares purchase orders as directed. Maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, etc.).• Receives deliveries. Inspects packages. Verifies contents with packing lists and purchase orders. Records receipt date. Verifies invoices for payment. Tags fixed assets as directed.	

- Organizes and stores supplies. Maintains an inventory control system. Deducts requisitioned stock from the inventory database. Reorders consumable supplies as needed.
- Prepare materials for shipping (e.g., returns, repairs, etc.).
- Performs a complete physical inventory of equipment/supplies as directed.
- Processes approved invoices for payment. Maintains a completed payment file.
- Prepares fleet and property insurance reports.
- Prepares wage change notices. Verifies that employees are placed on the correct salary schedule/experience level. Collects and maintains payroll deduction authorization forms.
- Verifies time sheets. Calculates gross wages. Processes the payroll. Reconciles payroll records. Distributes paychecks/deposit confirmations forms as directed.
- Maintains medical, disability, personal/family leave, and vacation records.
- Verifies the timely completion of required payroll reports and tax payments.
- Maintains monthly, quarterly, and annual payroll reports. Prepares employee W-2 forms.
- Verifies authorized employment inquiries (e.g., loan applications, etc.).
- Processes employment services, worker compensation, and unemployment reports.
- Maintains retirement program records. Processes end of employment forms.
- Maintains employee health insurance and COBRA files. Processes enrollment forms.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Transcribes, types, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Helps gather information and types grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms related to administrative procedures and program functions.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Serves as a liaison to the A-Site. Monitors regulations that determine the manner in which data is collected, recorded, and/or reported. Attends training programs to keep current with software modifications. Distributes updated information. Helps train other support staff as directed.
- Coordinates collection and data entry processes. Maintains all required records (e.g., student demographics, academic courses, testing data, attendance, etc.).
- Corrects errors and helps resolve problems encountered by staff.
- Helps research and develop special reports. Helps interpret emerging trends.
- Keeps current with advances in office technology. Updates office procedures.
- Cross-trains with other staff and assists as needed to deal with unexpected/urgent situations.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: FISCAL ASSISTANT

File 202

Reports to: Treasurer

Job Objective: Performs duties that support the effective processing of authorized financial obligations and the timely collection of receivable accounts.

Minimum Qualifications:

- High school diploma or GED. An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent accounting work experience is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Meets all prerequisite qualifications to be bonded.
- Multitasking ability and strong diplomacy skills. Congenial telephone etiquette.
- Keeps current with technology and other workplace innovations that support job functions.
- Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to consistently compute mathematical data accurately.
- Gives careful attention to details and effective customer-service.
- Experience with governmental accounting procedures and automated data processing systems.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides clerical services. Organizes office activities. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
- Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.
- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Helps prepare complete and systematic records. Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.
- Helps maintain fixed asset records. Tags property with durable identification labels. Updates inventory lists and depreciation schedules. Deletes assets as directed following board-adopted procedures. Prepares an end-of-year report.
- Posts receipts, expenditures, and investment transactions daily. Balances ledgers monthly.
- Maintains student activity accounts and building fund records.
- Reconciles bank statements as directed. Files checks in numerical order.
- Analyzes account activities. Prepares monthly recaps as directed.
- Maintains a building-use calendar. Processes rental contracts/invoices. Records payments.
- Processes forms for special education reimbursements.
- Processes receivable accounts. Prepares/makes bank deposits.
- Reviews staff mileage and reimbursement forms. Prepares and disburses checks.
- Maintains a vendor tax identification file. Prepares 1099 forms.
- Processes approved invoices for payment. Maintains a completed payment file.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Transcribes, types, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Helps gather information and types grant/foundation proposals as directed.

- Assists with committee assignments and/or special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms related to administrative procedures and program functions.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps current with advances in office technology. Updates office procedures.
- Cross-trains with other staff and assists as needed to deal with unexpected/urgent situations.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: BUILDING SECRETARY

File 203

Reports to: Principal

Job Objective: Performs secretarial duties that support the effective management of school operations.

- Minimum Qualifications:**
- High school diploma or GED. An acceptable score on a pre-employment test may be required.
 - Post-secondary business school training or equivalent secretarial work experience is desirable.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Multitasking ability and strong diplomacy skills. Congenial telephone etiquette.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.
 - Bookkeeping skills and the ability to consistently compute mathematical data accurately.
 - Gives careful attention to details and effective customer-service.
 - Assignment may require successful completion of basic first aid and/or CPR training.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides secretarial services. Organizes office activities. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
- Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.
- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Updates staff/student handbooks, fact sheets, and program forms.
- Helps coordinate school activities (e.g., open houses, parent/teacher conferences, student/staff orientation, recognition programs, staff in-service training, etc.).
- Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, schedules, student lists, etc.
- Processes interim reports, report cards, and supplemental information.
- Authenticates student requests to be dismissed during school hours. Processes late arrivals. Collects attendance forms.
- Prepares attendance records. Keeps the principal and guidance staff informed about chronic absenteeism, tardiness, and truancy concerns. Verifies attendance information for report cards.
- Contacts parents or guardians when the school has not been notified about an absent student.
- Notifies teachers about homework requests for absent students.
- Collects and maintains staff and student medical emergency authorization forms.
- Administers medications and renders basic first aid when a school nurse is not available.
- Monitors students sent to the office for illness or discipline reasons.
- Monitors bus communications. Conveys information as needed.
- Processes student forms (e.g., work permits, driving permits, etc.).
- Prepares information for the High School Athletic Association.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Transcribes, types, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and types statistical data and reports as directed.

- Helps gather information and types grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms related to administrative procedures and program functions.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps current with advances in office technology. Updates office procedures.
- Cross-trains with other staff and assists as needed to deal with unexpected/urgent situations.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **STUDENT SERVICES SECRETARY**

File 204

Reports to: Director of Pupil Services

Job Objective: Performs secretarial duties that support the effective management of pupil services.

Minimum Qualifications:

- High school diploma or GED. An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent secretarial work experience is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Multitasking ability and strong diplomacy skills. Congenial telephone etiquette.
- Keeps current with technology and other workplace innovations that support job functions.
- Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to consistently compute mathematical data accurately.
- Gives careful attention to details and effective customer-service.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides secretarial services. Organizes office activities. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
- Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.
- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Updates staff/student handbooks, fact sheets, and program forms.
- Maintains an inventory of test protocols, due process forms, etc.
- Processes the scoring and transcription of student assessment data. Responds to requests for information. Ensures that permission forms are on file for the release of information.
- Maintains a list of all special education placements.
- Prepares vendor contracts. Processes payment vouchers.
- Tracks out-of-district students enrolled in district special education programs.
- Processes home instruction applications and monitors the accountability system.
- Prepares Title VI-B, child count, and other program reports as directed.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Transcribes, types, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Helps gather information and types grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms related to administrative procedures and program functions.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps current with advances in office technology. Updates office procedures.

- Cross-trains with other staff and assists as needed to deal with unexpected/urgent situations.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SUPERINTENDENT'S SECRETARY	File 205
Reports to:	Superintendent	
Job Objective:	Serves as confidential secretary to the superintendent. Provides administrative support services that support the effective management of district operations.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma or GED. An acceptable score on a pre-employment test may be required.• Post-secondary business school training or equivalent secretarial work experience is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Strong organizational, planning, and project management skills.• Multitasking ability and strong diplomacy skills. Congenial telephone etiquette.• Keeps current with technology and other workplace innovations that support job functions.• Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.• Bookkeeping skills and the ability to consistently compute mathematical data accurately.• Gives careful attention to details and effective customer-service.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Coordinates office workflow. Monitors work progress. Helps staff as needed to meet deadlines.• Provides administrative support services. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.• Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.• Helps communicate information about weather delays and program cancellations.• Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.• Processes open enrollment applications, mails notices, and maintains records.• Updates board policy and administrative procedure manuals.• Transcribes, types, duplicates, assembles, and processes routine documents and special mailings.• Collects, compiles, edits, and types statistical data and reports as directed.• Helps gather information and types grant/foundation proposals as directed.• Assists with committee assignments and/or special projects as directed.• Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.• Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).• Processes mail and faxes (i.e., incoming, outgoing, and interoffice).• Maintains forms related to administrative procedures and program functions.• Monitors and reorders office supplies to maintain reliable service levels.• Discards archived records following the board-adopted records retention/disposal schedule.• Respects personal privacy. Maintains the confidentiality of privileged information.• Keeps current with advances in office technology. Updates office procedures.• Cross-trains with other staff and assists as needed to deal with unexpected/urgent situations.	

- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.