

POSITION: School/District Executive Secretary

PRIMARY FUNCTION

The School/District Executive Secretary, under the direction of the Superintendent/Principal, performs the highest level of secretarial duties while serving as secretary to the Superintendent/Principal and the Board of Trustees. Roles include school secretary, district office secretary, payroll/health benefits technician and accounts payable. The School/District Executive Secretary is a confidential employee position.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

At the school level, the secretary is responsible for:

- Handling parent, student and staff administrative details not requiring the immediate attention of the principal
- Creating and maintaining comprehensive student and staff confidential records in accordance with the law and district policies and practices
- Preparing and monitoring purchase orders and budgets
- Ordering and maintaining inventory of equipment and supplies for school use, including office, classroom and custodial
- Preparing and proofreading notices and ensuring their timely publication
- Receiving, sorting, routing and responding to mail related to work in the school system, as appropriate
- Operating and ensuring maintenance of business machines
- Providing immediate first aid and assisting students who are ill or injured
- Assisting with the selection of new staff
- Ensuring that all office practice are in compliance with local, state and school policies, including collective bargaining agreements

At the district level, the secretary is responsible for:

- Overseeing the planning, organizing, coordinating, scheduling and preparation of the agendas and meetings of the Board of Trustees
- Recording proceedings and actions of Board meetings and maintaining official records and reports of the Board
- Drafting resolutions for adoption by the Board of Trustees and securing appropriate signatures on all resolutions
- Developing and maintaining complex record keeping systems
- Acting as a liaison to the Napa County Office of Education fiscal operations and human resources departments
- Maintaining budget records and cash accounts and causing payroll and warrants to be drawn
- Gathering and maintaining records for local, state and federal reports
- Maintaining confidential files
- Interpreting codes, policies, procedures and regulations to administrative staff, the Board of Trustees and the public
- Working with custodial staff to maintain a safe and attractive school plant
- Working with the food service staff to verify applications for free/reduced lunches, accurately accounting for funds, preparing reports, and maintaining records

The School/District Executive Secretary also performs other reasonably related duties as assigned