

Superintendent's Secretary Job Description

Position Title:

Superintendent's Secretary

Location:

Central Office

Evaluated by

Superintendent

Duties and Responsibilities:

1. Cordially greet visitors to the central office.
2. Request, document and file records.
3. Manage telephone calls to the Superintendent and record messages.
4. Assist with Superintendent's appointments.
5. Direct salespersons to the appropriate supervisor.
6. Ensure that parents/ guardians of students or employees have followed protocol for resolving a concern.
7. According to FERPA, keep all student personal, academic, and behavioral information confidential.
8. Attend Richland Parish School Board meetings to assist with documentation of minutes.
9. Read and follow Richland Parish's *Policy & Procedures*.
10. Assist Superintendent with the preparation of reports and records.
11. Maintain collegial relationships with co-workers.
12. Dress appropriately.
13. Perform any other duties required for the efficient running of the school system.

Qualifications:

- High school diploma
- Satisfactory score on California Achievement Test
- Typing Proficiency
- Maintain appropriate skills to conduct job responsibilities

Terms of Employment:

12 months

Secretary

Date

Superintendent

Date