

CONFIDENTIAL SECRETARY – STUDENT ACTIVITIES AND SERVICES

Title: Confidential Secretary – Student Activities and Services

Reports to: Assistant Superintendent for Student Activities and Services

Position Summary: Performs a variety of high-level secretarial, clerical and administrative duties for the Assistant Superintendent for Student Activities and Services, and provides secretarial assistance to other supervisory, professional and administrative personnel in the department and within the district.

Work Year: 12 months

Qualifications: Strong oral and written communication skills
Advance proficient experience in the use of technology
Other qualities as determined by the Assistant Superintendent for Student Activities and Services

Duties:

1. Performs work of a confidential nature (i.e., Residency, student issues, special education services, school security, grievances, court cases), assists in preparing confidential data, and maintains confidentiality in all matters;
2. Prepares documents and keeps HIB data;
3. Exercises sound judgment and assumes responsibility for organizing and carrying out assignments as directed;
4. Prepares meeting agendas and minutes pertaining to the Board of Education, Board Committees, and others as required;
5. Maintains a minimum intermediate skill-level in the use of Microsoft Excel and Word, as well as in the general use of technology;
6. Compiles budget data for the department;
7. Performs other duties as may be assigned by the Assistant Superintendent for Student Activities and Services.

Revised 7/11