

## SUMTER COUNTY SCHOOL BOARD - JOB DESCRIPTION

<b>TITLE:</b> Executive Secretary to the Superintendent (Confidential)			
<b>CLASSIFICATION:</b> Confidential/Classified	<b>NEW:</b> No	<b>UPDATED:</b> 4/1/2025	<b>FLSA STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Superintendent			
<b>JOB GOAL:</b> To assist the Superintendent of Schools in the operation of that office by providing executive secretarial, clerical, and research services.			
<b>NOTE:</b>			
<b>TERMS OF EMPLOYMENT:</b> Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.			
<b>EVALUATION:</b> Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.			

### QUALIFICATIONS:

1. Bachelor's Degree preferred.
2. Background in both business procedures and educational practices desired.
3. Proficiency in computer word processing and other typical office procedures.
4. Four (4) years secretarial/clerical office experience, or the equivalent needed.
5. Ability to meet and deal with the public in a friendly and courteous manner.
6. Such alternatives to the above qualifications as the School Board may find appropriate.

### PERFORMANCE RESPONSIBILITIES: Essential duties end with an asterisk.

1. Coordinates meetings, conferences, speaking engagements, and appointments for Superintendent and schedules key personnel to attend. Makes travel, hotel, and rental arrangements for such meetings as necessary. \*
2. Prepares school board agendas. \*
3. Prepares materials, obtains equipment, etc., for presentations at conferences and meetings. \*
4. Composes memos and correspondence and compiles research materials in all areas including student expulsions, employee dismissals, grievance/arbitration cases, etc. \*
5. Attends all board meetings to take minutes. \*
6. Secure signature of Chairman of Board on all documents covering items approved by the Board. \*
7. Continue education to improve job skills, learn new techniques and equipment. \*
8. Schedules and properly advertises all meetings of the Board. \*
9. Receives, reads, and screens incoming mail for the Superintendent's office. Distribute and maintain files on correspondence. \*
10. Performs other duties that may be assigned from time to time by the Superintendent.

### PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.