

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Executive Secretary

REPORTS TO: Superintendent of Schools

CLASSIFICATION: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by McDowell County BOE

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the Superintendent or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: "Executive Secretary" means personnel employed as the county school superintendent's secretary or as a secretary who is assigned to a position characterized by significant administrative duties. WV §18A-4-8

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned. The executive secretary is required to perform a variety of skilled tasks within the McDowell County Board of Education's central office.

- Maintain a positive, professional attitude at all times
- Perform duties effectively and productively.
- Take dictation and prepare typed copy.
- Operate office machines.
- Organize, schedule, and prepare materials for meetings.
- Perform general typing and clerical duties.
- Receive callers and refer to proper party.
- Keep records and handle routine correspondence.
- Perform bookkeeping duties.
- Answer telephone calls and take messages.
- Type correspondence, records, reports, etc.
- Type 55 wpm with accuracy.
- Set up files and locate information efficiently.

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- Enter and retrieve information and data from the West Virginia Education Information System (WVEIS) as it relates to the job.
- Attend board/faculty meetings and take minutes.
- Order and stock supplies.
- Maintain all student records, student transcripts, and permanent record cards.
- Specific duties as assigned by the Superintendent of Schools.
- Insure confidentiality as provided within Federal, State, and County guidelines, policies, and procedures.
- Maintain cooperative relationship with Coordinators, Directors, Assistant Superintendents, and Secretarial staff of Central Office.
- Must maintain and upgrade skills through participation in staff development.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:

- Demonstrate adherence to schedules; being punctual.
- Demonstrate flexibility and adjusting to change.
- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent.
- Must have experience or training in typing, shorthand, bookkeeping, and clerical skills.
- State competency test, if appropriate as per WV §18A-4-8e.

COMMUNICATION SKILLS:

- Must possess good command of written and spoken English grammar.
- Ability to greet the public in a friendly manner.
- Ability to take dictation and transcribe.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

REASONING AND OTHER SKILLS/ABILITIES:

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- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

PHYSICAL DEMANDS: *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, talk, hear, see, and use repetitive motions. While performing the duties of this job, the employee is occasionally required to lift and move up to 40 pounds without assistance. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must meet severe time constraints while performing the duties of this position. The noise level in the work environment is moderate.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.