

Hobbs Municipal Schools Job Description

Position: Secretary for the Assistant Superintendent of Secondary Instruction

Supervisor: Assistant Superintendent for Secondary Instruction

General Job Description: To ensure the smooth and efficient operation of the Advanced Placement office so that the office's maximum positive impact can be realized. To assist administration, staff, and visitors in any way necessary with maximum attention devoted to relieving the Assistant Superintendent for Secondary Instruction.

Qualifications:

1. High school diploma or GED equivalency.
2. Three years experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge and skills of computer function and operation, typing, accounting, and other related secretarial skills.
5. Highly motivated, a self-starter, demonstrated effective and stable interpersonal relationship with public and staff.
6. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
7. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Engage in self-development.
3. Serve as a role model.
4. Maintain confidentiality.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know what to do to successfully complete assigned work.
8. Project an over-all concern for personal appearance as it relates to job performance.
9. Contribute to the welfare and effectiveness of the Central Office by adhering to high ethical standards of performance and interpersonal relationships.
10. Work cooperatively with colleagues, supervisors, and administrators.
11. Assist with setting up meetings (appointments) for the Assistant Superintendent for Secondary Instruction.
12. Schedule the Assistant Superintendent for Secondary Instruction's appointments/calendar and synchronize this information in the secretary's computer.
13. Screen, take messages and route telephone calls and mail to proper person/department.
14. Provide assistance to parents, students, and community members as necessary in a courteous and positive way that facilitates their needs.
15. Process and complete requisitions and purchase orders. This includes processing requisitions and purchase orders, receiving purchase orders and forwarding all invoices to accounts payable.
16. Complete all filing, typing, word processing, photo copying, and correspondence on district forms when applicable.
17. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, reports, and other material as required.
18. Maintain a filing system as required.
19. Prepare Board agenda materials for Secondary Instruction department.
20. Assist with correspondence, reports, etc... as it relates to secondary instruction.
21. Arrange travel for students and district personnel for instructional purposes (i.e. buses, school cars, lodging and registration).
22. Prepare, disseminate and aggregate Quality of Education Surveys data.
23. Monitor the preparation of Secondary handbooks and disseminate annually.

24. Assist AP staff with a variety of tasks, such as typing correspondence, requisitions, work orders and memorandums.
25. Log and distribute materials, equipment and/or supplies.
26. Track AP staffing; provide forms, communicate with AP teachers and school administrators.
27. Process travel forms and areas of travel including registering staff for training, scheduling transportation, making hotel accommodations, and providing itineraries.
28. Schedule, plan and prepare for various AP functions including proper set up and refreshments.
29. Request AP enrollment report monthly.
30. Prepare training, tutoring, and AP incentives stipend report for payroll. Deliver payroll to lead teachers each payday.
31. Prepare Quarterly Financial Report for the J. F. Maddox Foundation.
32. Schedule, plan, prepare and assist in administration of the AP Exams.
33. Complete other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

Additional Duties and Responsibilities:

1. Provide and assist with enrollment forms as necessary when the Superintendent's Secretary is not available or needs assistance.
2. Assist in arranging and scheduling buses and school vehicles for students and district personnel for instructional purposes when Assistant Superintendent for Operations Secretary is not available or needs assistance. Distribute keys.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.