

**Job Title:** SECRETARY, CHIEF ACADEMIC OFFICER  
**Reports to:** Chief Academic Officer  
**Dept./School:** Central Administration  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** November 27, 2023

### **Primary Purpose**

Organize and manage the routine work activities of an administrative department office and provide clerical services to the Chief Academic Officer and other staff members. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

## **QUALIFICATIONS**

### **Education/Certification**

High School diploma or GED  
College hours preferred

### **Special Knowledge/Skills**

Proficient in typing/word processing (minimum 45 WPM) and file maintenance skills  
Knowledge of school district organization, operations, and administrative policies  
Excellent organization, communication, public relations, and interpersonal skills  
Excellent written skills.  
Ability to follow through to completion all assigned tasks.  
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing  
Ability to organize, prioritize, and perform tasks with limited supervision.  
Ability to manage various budgets: local, state, and federal.  
Knowledge of school district organization and administrative policies.

### **Experience**

Minimum three years secretarial experience, preferably in a public education environment.  
Minimum three years of experience working with computer software applications, including Microsoft Office.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **General Duties**

1. Maintain a positive and service-oriented public image for the district.
2. Promote good public relations through telephone courtesy.
3. Develop forms and board memos as necessary for Chief Academic Officer.
4. Maintain regular filing system for Chief Academic Officer.
5. Manage the overall operation of the office of the Chief Academic Officer; coordinate the Chief Academic Officer's calendar by scheduling appointments and meetings, and receive visitors and telephone calls and monitor incoming correspondence.
6. Order and maintain office/workshop supplies as needed.
7. Coordinate travel arrangements in compliance with district accounting policies and procedures.
8. Prepare and/or review out-of-district travel requests and process requests.
9. Process necessary paperwork for student trips.
10. Ensure that personnel to receive stipends are properly advised of timesheet maintenance, payroll schedules, and other concerns regarding payroll process.

11. Process monthly pre-approved memos for overtime, and forward compensation forms to payroll.
12. Process timesheets for proper payment to all temporary employees and forward to proper department.
13. Process approved memos for continued employment of temporary personnel.
14. Process contracts and purchase requisitions for proper payment of all contractual consultant services, accept receipts, and forward to appropriate departments.
15. Process monthly local travel expense statements.
16. Assist the Chief Academic Officer in the clerical preparation of all budgets and amendments.
17. Originate all amendments to approved budgets and budget justifications as needed and process according to district procedures.
18. Process purchase requisitions.
19. Maintain a numerical file of all purchase orders for easy reference.
20. Maintain a numerical file of all packing slips on orders received for easy reference.
21. Process purchase requisitions using instructional campus budget codes, mail to appropriate principal for signature; submit to purchasing once all necessary signatures have been obtained.
22. Refer, as needed for accuracy, to the local budget manual to ensure that proper procedures are followed in making purchases, amendments, travel requests, etc.
23. Prepare sign in sheets for various district meetings.
24. Process weekly time schedules for Chief Academic Officer and distribute to proper personnel.
25. Organize snacks and drinks for various activities that fall under the facilitation of the Chief of Academic Officer.
26. Create various forms as needed for use within the school district by administrators, teachers, departments, and school groups.
27. Originate letters and memos to various individuals/groups.
28. Work with all summer school programs to ensure the coordination of funding and timesheets to process for payroll.

#### **Routine Secretarial Duties**

29. Place and receive telephone calls and record messages.
30. Process incoming correspondence as directed.
31. Prepare forms as needed.
32. Type letters, reports and memos.
33. Collate materials for distribution to various campuses and/or other offices.

#### **Other**

34. Perform all other tasks and duties as assigned by supervisor.
35. Maintain confidentiality of information.

**Supervisory Responsibilities**

36. Supervision of student workers assigned to the office of the Chief Academic Officer.

**EQUIPMENT USED**

Personal computer, typewriter, printer, copier, and fax machine

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_