

PERSONNELClassifiedAdministrationContractsSecretary to the Superintendent

Basic Function: Works with the Superintendent of Schools and Board of Education in providing necessary services that enhance the overall operation of the school district.

General Characteristics

Recruited by: Superintendent of Schools

Appointed by: Board of Education

Working Relationships

Reports to: Superintendent of Schools

Special Qualifications of the Position

Required Experience or Training: Must be a high school graduate and have educational training beyond high school. Must be skillful in dealing with confidential matters and in working with staff and the general public. Proficiencies required in all areas of office procedures including computer usage.

Desired Experience or Training: Holds an Associate Degree with knowledge in the area of administrative assistance. Skilled in word processing. Must demonstrate skills in office organization.

Special Requirement for Position: Must be personable, must be able to work well with a variety of people, must be self-motivated, must have above average oral, written language and math skills, must be able to handle sensitive material in a confidential manner and must be able to handle deadlines, disruptions and sometimes, stressful situations.

Assigned Duties:

- A. Responsible for serving as receptionist for the Superintendent by answering telephones, greeting guests, delivering messages and providing general information to those who come in contact with the Superintendent of Schools.
- B. Cordially work with staff, parents and general community in carrying out the duties of the office of the Superintendent.
- C. Maintain a positive professional attitude and appearance.
- D. Process mail for Superintendent.
- E. Responsible for maintaining and updating a filing system for the office of Superintendent.
- F. Compose letters, process correspondence and other information as requested.
- G. Prepares annual office budget for the office of Superintendent.
- H. Prepare district payroll distribution list and prepare district address list and telephone roster.
- I. Assists board members with information relating to their duties.
- J. Posts notices of all board and board committee meetings in compliance with the Open Meeting Law.
- K. Publish required notices on school board elections and complete other required election procedures, including follow-up correspondence.
- L. Responsible for preparing the agenda for the Board of Education, and the minutes of the meeting, under the direction of the Superintendent and Board of Education officers, and communicating information to media.

- M. Process, assemble and distribute all new and updated School Board Policies.
- N. Maintains personnel files of employees relating to contract, license and transcripts, and verify valid licenses held by professional staff.
- O. Is available to assist at special meetings of administration or Board of Education where secretarial assistance may be required.
- P. Completes Pupil Count reports, Fall Staff report and other selected DPI reports.
- Q. Posts and advertises job vacancies as requested.
- R. Assists in preparing and processing Annual Meeting Booklet.
- S. Keeps job description manual and other manuals up-to-date.
- T. Processes student insurance applications.
- U. Prepares beginning of year news releases for publication.
- V. Maintains administrative vacation and sick day records.
- W. Prepares information as required for annual school district audit.
- X. Recruits substitute teachers and prepare sub list for distribution.
- Y. Prepare necessary teacher and administrative contracts.
- Z. Annually prepare professional staff seniority list.
- AA. Annually prepare guest list and plan Twenty Year Recognition Dinner.
- BB. Respond to participants in Home-Based Private Educational programs and provide information for report to Board of Education.
- CC. Prepare and distribute School Closing Notice to press, parochial schools and administrators & prepare roster of contacts.
- DD. Assist Superintendent of Schools in meeting all obligations demanded of the position.
- EE. Perform other job related duties and responsibilities as assigned.

Compensation: The salary of the Secretary of the Superintendent shall be set annually by the Board of Education, with a recommendation provided by the Superintendent.

Benefits

Health Insurance: The secretary shall receive full health insurance, with either single or family coverage, with the Board of Education paying 87.4 % of the cost of the premium.

Dental Insurance: The secretary shall receive full dental insurance, with either single or family coverage, with the Board of Education paying the full cost of the premium.

Long-Term Disability Insurance: The secretary will be provided long-term disability insurance with the Board of Education paying the full cost of the premium.

Other Benefits: The secretary shall be provided benefits in life insurance, sick leave, vacation, holidays, personal leave, and retirement payments.

Vacation: The secretary shall receive the following in annual vacation days:

During initial 5 years of employment	Amount offered upon hire
During 5 to 6 years of employment	+ additional 1 day
During 7 to 8 years of employment	+ additional 1 day
During 9 to 10 years of employment	+ additional 1 day
During 11 to 12 years of employment	+ additional 1 day
During 13 and beyond years of employment	+ additional 1 day

Personal Leave: The secretary shall receive 2 days of personal leave, annually, and cannot be carried forward unless approved by the Superintendent.

Sick Leave: The secretary will have fifteen (15) sick days available for the first year of employment, and fifteen (15) additional days each year thereafter, accumulating to a maximum of 125 workdays in any one contract year.

Retirement System: The secretary will be credited with 100% of both the employee's and employer's contribution to the Wisconsin Retirement System, with the employer's portion to be paid by the school district.

Early Retirement: The Secretary to the Superintendent will be eligible for voluntary early retirement as outlined in Wisconsin Statutes and as follows:

Early retirement benefits shall be available to the Secretary of the Superintendent when reaching the age of sixty-two (62) years of age, and has been secretary to the Superintendent a minimum of fifteen (15) years.

The Board will provide, at no cost, the single or family health-surgical insurance (whichever the retiree had at the time of retirement) through age sixty-four (64). This shall be the same health-surgical program currently available to all active professional staff of the District and shall be paid through age sixty-four (64).

If, upon retirement, the secretary has accumulated at least 90 days of sick leave, the Board will compensate the secretary \$10 per day of accumulated sick leave, not to exceed \$900.

Evaluation: The Superintendent shall evaluate the secretary on an annual basis.

Continuing Employment: The secretary may be terminated for just cause by the Board of Education. The determination of just cause by the board under this provision shall not be made until after the secretary has had an opportunity for a hearing with benefit of legal counsel before the board. A request for a hearing, if desired by the secretary, shall be made within thirty (30) days.

Adopted: Sept 26, 1994

Revised: Oct 23, 1995; June 22, 1998; Nov 27, 2006; Nov 14, 2011

BOARD OF EDUCATION
CLINTONVILLE PUBLIC SCHOOL DISTRICT
Clintonville, WI 54929

CLINTONVILLE PUBLIC SCHOOL DISTRICT

EVALUATION REPORT
SECRETARY TO SUPERINTENDENT

- 0 = not observed or not applicable
- 1 = fails to meet minimum standards
- 2 = performance needs improvement
- 3 = performance is acceptable

<u>A. Performance Responsibilities</u>	
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C.	Maintains a positive professional attitude and appearance.
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K.	Publishes required notices on school board elections and completes other required election procedures, including follow-up correspondence.
L.	Responsible for typing the agenda for the Board of Education and the minutes of the meeting, under the direction of the Superintendent and Board of Education officers, and communicating information to media.
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