

Executive Secretary - Job Description
School Union #93

4112

Reports to: Superintendent of Schools

Supervision: The Executive Secretary will work directly under the supervision of the Business Manager who will assign tasks and duties. The Executive Secretary works under the broad supervision of the Superintendent of Schools.

Performance responsibilities will include, but not be limited to:

Financial

1. Coordinating the fiscal component of the School Lunch program, including monitoring inventories, incomes and expenditures on a monthly basis and preparing monthly state claim forms for reimbursement.
2. Monthly transportation reports (bus mileage and fuel slips).
3. Managing bidding procedures including such items as, maintenance, fuel oil, snow plowing, bus fuel, and paper.
4. Small Rural School Grant coordination and reporting.
5. Responsible for Coaching contracts.

Administrative:

1. Preparing school committee agendas, minutes, follow-up correspondence for all school committees.
2. Updating and maintaining the policy and procedures manuals for all school committees and administration.
3. Processing as necessary, notices to staff, school sick bank information, school cancellation procedure booklet, school calendars, transportation and other general correspondence including School Board Pamphlets and AFS/Out of District Letters.
4. Processing annual Physician contracts and Asbestos letter.
5. Responsible for all home instruction students/families including all follow up work i.e. tallies, correspondence, accuracy and accountability for student placement.
6. Responsible for student information systems related to state forms, uploads, state reporting such as truancy, behavior and enrollment. Responsible for all K-12 student enrollments as well as tuition lists for all students in Union 93 (including processing of AFS/Out of District Letters). Maintains all related information in MEDMS, Infinite Campus and PowerSchool.

Continued on page 2.

7. Maintaining an effective liaison between the administrative support staff in the Union #93 and secondary schools.
8. Assisting other central office staff as necessary.
9. Completing any other reasonable duty requested by the Business Manager or Superintendent.

Evaluation: Performance of the job will be evaluated by the Superintendent annually and will be followed by a recommendation for salary/contract to the Union #93 Joint School Committee at its annual December meeting.

Adopted: Joint Union #93 School Committee - 4/27/1998 temporarily approved,
to be revisited 11/98

Amended: Joint Union #93 School Committee - 12/14/1999

Amended: Joint Union #93 School Committee - 4/28/2009

Amended: Joint Union #93 School Committee - 8/8/2011