



CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT

The Confidential Secretary shall be directly responsible to the Superintendent.

Term

1. Three years_____
2. Four years_____
3. Five years_____

Qualifications

- Two year college degree in Business, Information Technology or other relevant areas preferred.
- Competent in computer technology applications including Microsoft Office Suite and Google Apps.
- Competent in the use of shorthand, typing and filing.
- Perform in a responsible, diplomatic, professional and confidential manner.
- Experience and/or knowledge of State level reporting requirements for public school systems.
- Strong and effective communication and interpersonal skills.
- Ability to analyze, organize and prioritize competing demands, projects and tasks.
- Self-motivated with the ability to work independently and to learn quickly.
- Assumes the role as the PIMS Coordinator and is responsible for coordinating all tasks related to state-required PIMS reporting.
- Works with the OFSD staff maintaining troubleshooting technology related issues.

Duties and Responsibilities

- Organize the District Office for an orderly and efficient operation.
- Maintain administrative and supervisory records.
- Maintain and secure personnel files for all District employees.
- Order supplies and equipment for District Office.
- Screen all mail and respond to routine correspondence.
- Prepare all official reports, lists, and documents for which the Superintendent is responsible.
- Notify members of the Board of Education of all meetings.
- Compile and forward teacher applications for the renewal/permanent certification.
- Compile/maintain current listing of all certified teachers and substitutes.
- Maintain and submit all reports regarding homeless students.
- Maintain and submit all Act 48/45 information for all employees.
- Prepare informational packets and agenda for members of the Board of Education prior to meetings according to Board policy. Submit the agenda for the website publishing.

- Prepare and submit for web publishing the official minutes of Board meetings.
- Submit for web publishing all online materials in a timely manner.
- Maintain for the Superintendent a calendar of appointments and make arrangements for conferences, trips, and employment interviews.
- Manage and maintain Agenda software for Superintendent for easy access by Board of Education.
- Must attend monthly Board Meetings and/or special meetings.
- Welcome visitors and answer phone calls for the Superintendent.
- Receive and maintain files of all applications for employment, according to area of certification.
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- Obtain, organize, and prepare data requested by the Superintendent for purposes such as community projects, labor relations/negotiations, and legal actions involving the District and/or its staff.
- Maintain strict confidentiality regarding all school business, students, employees, potential employees, District operations, policies, and procedures.
- Complete all other tasks as assigned by the Superintendent.

Responsibilities as PIMS coordinator

- Performs data entry, data maintenance and data correction in district information systems as it relates to PIMS state reporting requirements.
- Understands the schedule of PIMS collections along with the purpose of each collection and its impact on the district.
- Extracts data from the district information system and upload files to the PIMS state system, address errors resulting from the file upload, and ensure necessary corrections are made.
- Meets deadlines for data submission of each PIMS collection as required by the state.
- Runs and reviews reports from PIMS state system and coordinate corrective action as Necessary.
- Reviews and interprets updates to PIMS manuals and guidelines concerning data requirements and communicate those requirements to Administration and staff as needed.
- Attends all PIMS related seminars and webex sessions necessary to perform duties.
- Ensures that all PIMS Accuracy Certification Statements are signed and submitted by required deadlines.
- Serves as primary district contact for PIMS Help Desk to log issues and/or questions on behalf of the district.
- Communicates regularly with administration and staff in order to keep them apprised of PIMS state reporting requirements.
- Maintain Ticketing System tracking request.
- Ensure all related contracts are managed and expiration dates are documented.

Work Day

7:45 am -3:30 pm, one (1) hour lunch, 15 min Break (am)

Flex hours for Board meetings as agreed upon by Superintendent

Summer Hours

Rotation schedule with the Clerical personnel

Hours may be adjusted on occasion when determined by the Superintendent.

The following will be applied as found in the Clerical Contract Agreement:

- Wages
- Sick days
- Healthcare Benefits Act 93
- Longevity
- Life Insurance
- Leave of Absence as per school code
- Jury Duty
- Bereavement Leave as per school code
- Vacations: First year one week, after two weeks two years for remainder of contract
- Early Retirement Incentive
- Legal Holidays as per school code
- Lunchtime

Performance Evaluation

The Superintendent's Confidential Secretary will be evaluated twice during each school year. The Superintendent will use the "Evaluation and Performance Review" instrument for the evaluation.

If a "Fair/Needs Improvement" or "Unsatisfactory" rating is earned, the Secretary and the Superintendent will develop a plan for improving job performance.

Suspension/ Termination

Suspension without pay will occur as a result of a breach in confidentiality regarding all school business, students, employees, potential employees and information that is sensitive to District operations, policies, and procedures. Suspension without pay will be for a number of days—up to five (5) days for the occurrence as determined by the Superintendent.

One (1) suspension without pay occurrence equals one (1) overall performance rating of unsatisfactory.

Two (2) consecutive overall performance ratings of unsatisfactory will result in job termination.

In the event of a dispute between the parties regarding the interpretation of the terms of this Contract and/or the evaluation, suspension or termination proceedings in this Contract, the parties agree that the disputes will be resolved through arbitration. In the event of arbitration which is resolved in favor of the

employee, the District shall bear the employee's costs including reasonable legal fees and expenses of said arbitration. Arbitration by the parties shall be performed by the American Arbitration Association.

Entered into this _____ day of _____,

Superintendent

Board President