

Job Description

Job Title: Executive Secretary

Supervisor: Director of Employee Expertise and Instructional Supervisors

Pay Grade: 27

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing administrative and secretarial support to the Director of Employee Expertise, Instructional Supervisor of STEM, and Instructional Supervisor of Library Media Services.

Essential Duties

1. Performs all clerical tasks, including correspondence, typing, filing, copying, meeting and travel arrangements, scheduling, document distributions, record keeping, and public relations.
2. Manages, maintains, and tracks departmental budgets, grants, and specialty programs; monitors expenditures and prepares recurring and special reports.
3. Prepares professional development reports to ensure timely processing of recertification points.
4. Supports the division's professional development management system to include serving as the Help Desk contact to assist all employees with functions related to professional development activities.
5. Orders and checks in supplies and materials.
6. Works with school personnel in verifying distributions and completing payment process for materials ordered for schools.
7. Processes and prepares requisitions, purchase orders, and check requests.
8. Assists in the coordination of district meetings, staff meetings, and office meetings.
9. Processes mail and other correspondence.
10. Coordinates division-wide transportation requests and other departmental programs as needed.
11. Communicates between central office departments and schools.
12. Models nondiscriminatory practices in all activities.
13. Performs other duties as assigned.
14. Performs all clerical tasks, including correspondence, typing, filing, copying, meeting and travel arrangements, scheduling, document distributions, record keeping and public relations.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

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. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school and preferably business school training or completion of two years of college, or any equivalent combination of experience and training. Must possess knowledge of executive level support service management and be able to work under minimal supervision. Must have ability to exercise professional decorum. Must possess excellent typing and strong editing skills, including punctuation, grammar, and spelling. Must possess excellent organizational skills and the ability to handle details accurately. Ability to work effectively and maintain composure under pressure of short deadlines. Ability to complete routine memos and letters from general instructions. Proficient in filing and documentation management, electronic and paper-based. Ability to take accurate detailed notes while in meetings and transcribe to electronic formats. Proficient keyboarding and computer skills with Internet browsers, Microsoft Word, Excel, Access, and Power Point programs. Must possess the ability to establish and maintain effective working relationships.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside of regular working hours.

Supervision Exercised: None

Supervision Received: Director of Employee Expertise and Instructional Supervisors

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Secretary will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Employee Expertise and Instructional Supervisors or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

08/2022 CR