

**EAST ALTON SCHOOL DISTRICT NO. 13**

210 E. St. Louis Ave.  
East Alton, IL 62024

**POSTING OF VACANCY**

Position Title and Category:

Secretary to the Superintendent

Location of Work:

Central Office

Starting Date:

August 1, 2018

Rate of Pay:

As per Contract

Work Hours and Work Year:

8 Hours/Day (including 1 hour paid lunch)

5 Days/Week

12 Months

Job Qualifications:

Per Attached Job Description

Deadline for Applications:

End of the Workday Wednesday, May 30, 2018

With Whom the Application is to be Filed:

Mrs. Emily Warnecke

210 E. St. Louis Ave.

East Alton, IL 62024

**TITLE:** SUPERINTENDENT'S SECRETARY

- QUALIFICATIONS:**
1. Certificate of good health signed by a licensed physician.
  2. High school diploma.
  3. Ability to utilize and be familiar with computers, typewriters, copiers, postage machines and other office equipment.
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** District Superintendent

**JOB GOAL:** To assist and relieve administrative supervisor of paper work and impedimenta so that he may devote maximum attention to the central problems of education and educational administration.

**PERFORMANCE RESPONSIBILITIES:**

1. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.
2. Maintains a regular filing system, as well as a set of locked, confidential files, and processes incoming correspondence as instructed.
3. Places and receives telephone calls, and records messages.
4. Orders and maintains supplies as needed.
5. Performs any bookkeeping tasks associated with the specific position.
6. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
7. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with pre-determined policy.

8. Keeps full and accurate minutes of all meetings of the Board and includes a copy of such minutes to each member of the Board for the next regular meeting of the Board.
10. Prepares board agendas setting forth all known items of business to be considered at Board meetings.
11. Publishes all legal and public notices concerning district business.
12. Performs the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
13. Maintains and processes such student records as shall be required.
14. Receives and routes all incoming calls.
15. Other duties as may from time to time be assigned by the district.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy.