

Descriptor Term:

GFAAE

**JOB DESCRIPTION:
BOARD OF EDUCATION SECRETARY**

ISSUE DATE: **2-28-08**

The Secretary to the Board of Education is directly responsible to the Superintendent, performing secretarial/clerical duties which assist the Board of Education Members in carrying out their responsibilities.

MINIMUM QUALIFICATIONS:

- High School Diploma or it's equivalent
- Minimum of three (3) years of work experience as a secretary
- Ability to operate office equipment such as office computer, calculators, copiers, fax machines, etc.
- Proficiency in computer software applications (Word, Excel, Power Point, Access and other software programs); Proficiency in Dreamweaver a plus
- Strong interpersonal skills as well as written and oral communication skills are essential. Telephone etiquette, (must be a self-starter/self-motivator and energetic).
- Confidentiality, maturity, and professionalism at all times is essential for this position
- Any and all other qualifications as may be set by the Superintendent of Education

REPORTS TO:

- Superintendent of Education

AREAS OF RESPONSIBILITY:

Duties include but not limited to the following:

- Receives telephone calls and visits, always exercising tact and diplomacy when dealing with all individuals.
- Establishes and maintains correspondence files pertinent to Board operations.
- Maintains and updates all Board approved policies on the JCSD website.
- Researches and furnishes information requested the Board.
- Handles all correspondence for the Members of the Board of Education.
- Conducts supportive activities of a secretarial nature as required to carry out job assignments.
- Meets the public in a pleasant, respectful, and courteous manner; assisting public as required or desirable.
- Informs Board Members of upcoming meetings and school events.
- Completes required records promptly, accurately, neatly, and competently.
- Works with other employees in cooperative, courteous manner at all times.
- Disseminates information to agencies as requested by the board members.
- Orders and maintains supplies for efficient office operation.
- Prepares and assembles board packet of agenda items that have been approved by the Superintendent; attach all support documentation for agenda items; create and upload the agenda onto the JCSD website.
- Disseminates approved data from board meetings to the Human Resources department, and/or any and all affected personnel.
- Serves as official recorder at all board meetings.

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- Prepares official minutes of board meetings, and disseminates to Board members and Board attorney.
- Coordinates and/or prepare any and all follow-up from meetings.
- Schedules, coordinates reservations and ensure all bookkeeping requirements are completed for travel to/from meetings for the School Board and Board Attorney.
- Ensures that all information is collected from each department/school for inclusion of board meetings.
- Maintains /updates list of schools facilities, personnel, addresses, contact numbers.
- Communicates closely with Jackson County Board of Supervisors, Board Members, all Administrators, Chancery and Circuit Clerk, Board Attorney, and Area Superintendents.
- Coordinates, maintains, up-date election dates and supporting documents for execution.
- Coordinates, maintains and up-date Board member training.
- Prepares MS Ethics Commission Annual Statements for ALL elected officials.
- Any other duties as assigned by the Superintendent.

Terms of Employment:

Twelve month. Salary to be determined by Board Policy GGBH– Superintendent's Secretary.