

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: CLASSIFIED/SUPPORT
EMPLOYEES

TITLE : JOB DESCRIPTION –
SUPERINTENDENT SECRETARY

ADOPTED: JANUARY 19, 2015

REVISED:

504.2 C JOB DESCRIPTION – SUPERINTENDENT SECRETARY

Personnel

1. Continually maintain personnel records for entire staff.
2. Advertise for open positions.
3. Gather applications.
4. Call each applicant to set up interviews.
5. Organize schedule for interview process.
6. Send letters to each applicant of status of job interviewed for.
7. Maintain orderly files for each applicant not hired. Hold for one year. Clean files yearly.
8. Maintain and distribute new personnel paperwork (W4, health insurance, dental, clearances, contract, etc.) Collaborate with Business Office.
9. Enter and/or update information on ProSoft as needed.
10. Act 48- Enter and upload all in-house Act 48 credit for teachers, print letters and keep aware of hours needed for each teacher and administrator.
11. Enter and submit information yearly to PDE for teacher evaluation data.
12. Administer exit interview forms for employees leaving the district.
13. Assist with Act 93 employees in collaboration with Board Secretary.
14. Receive absentee forms from all personnel. Enter in ProSoft and track attendance. Collaborate with technology/federal programs secretary for substitutes. Distribute to offices.
15. Upload substitute teacher information every year to PDE.
16. Apply for emergency certifications if necessary.
17. Collaborate with Administration to order Teacher Appreciation Gifts for April/May. Run active employee list for distribution of gifts.
18. Inform Board members when seat is about to expire and to obtain necessary paperwork.
19. Keep track of Para Professional hours/send letters on completion of a course/keep track of hours on Excel spreadsheet. Collaborate with Dean of Special Education regarding this.

PIMS

1. PIMS Reports
 - a. Enter all staff data and update continuously.
 - b. Professional Staff reporting in January
 - c. HQT (Highly Qualified Teacher) reporting in February
 1. Make sure assignment code collaborates with certification.
 - d. Safe Schools reporting in June

Home School Program

1. Maintain all files on home school students.
2. Start of year – Get affidavits signed and make sure materials are given upon request.
 - a. Collaborate with Guidance Counselor for necessary materials per grade level.
 - b. Collaborate with Nurse for immunizations.
3. End of year – Set up appointments for Administration to review all evaluations with parents and students.
 - a. Review materials with Administration and parents.
 - b. Provide copies of Home School Study Program signed by Superintendent to parents informing them if they have met requirements.

Charter/Cyber School Program

1. Compile list of students enrolled in each charter/cyber school.
2. Inform parents of AYP for the school their child is enrolled.
3. Collaborate with school nurse on student attendance records for charter/cyber students.
4. Maintain and continuously update participation files for withholding of funds (PDE).

Policies

1. Revising all policies in PSBA format.
 - a. Board approval for first and second reading.
 - b. Make copies for necessary personnel to be inserted in binders.

Yearly Parent Letters

1. NCLB sent home in September.
2. Asbestos letter sent home in September.

PDE Reports

1. Home Education and Private Tutor Report due in October
2. IU8 Statistical Report Survey due in October
3. SupPer Report (Support Staff) due in November
4. Monthly Water Reports (Veolia)

Emergency Call List

1. Prepare Emergency call list for staff members.
2. Ensure we have correct phone numbers on file for School Reach.
3. Update TV and Radio stations for Bad Weather call list.
 - a. Must contact each station to update passwords, etc.
 - b. Update and disperse the call list to each secretary to make calls during the school year.
 - c. Call stations with delay and cancellations when necessary (assign to various personnel).

Staff Information

1. Prepare an updated School Directory for Board and Staff members yearly.
2. Prepare and update school phone extensions list yearly.
3. Update security system information yearly.
4. Distribute accordingly.

Transportation

1. Work collaboratively with Transportation Company.
2. Type all bus lists.
3. Delete and add students to lists as needed. Inform all offices and teachers of each change.
4. Make copies for students, parents and staff.
5. Request price quotes from Transportation Company for teachers regarding field trips.
6. Prepare spreadsheet with monthly total of students for PDE Etran report.
7. Maintain bus driver information (driver's license, medical and clearance records.)

Fundraisers, Conferences and Field Trips

1. Obtain trip itinerary, roster and bus request from each teacher for field trips. Keep on file.
2. Notify staff of denials/approvals.
3. Obtain dates, requested event and related costs from staff.
4. Prepare spreadsheets for administrative/Board approval.

Flower Fund

1. Collect money from staff.
2. Prepare and maintain spreadsheet.
3. Order flowers to be delivered for staff member's immediate family.
4. Collaborate with business office for bills to be paid.
5. Send cards to staff members.

General Office Duties

1. Answer telephone for Superintendent and any over flow from front office.
2. Open and distribute mail and e-mail.
3. Prepare for mailing correspondence and confidential letters regarding students and staff. Keep a file of all correspondence of file.
4. Attend meetings as designated.
5. Daily filing
6. Confer with Superintendent to improve procedures.
7. Maintain calendar for Superintendent's scheduled meetings.
8. Generate and send various letters, emails, and phone calls to employees and outside services as needed.
9. All other duties as assigned.

Safe Schools

1. Emergency Plan update annually. (NIMS)
2. Update and prepare for copying Emergency Procedure Guide.
3. State Police MOU annually.