

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
SECRETARY TO THE SUPERINTENDENT AND BOARD OF EDUCATION**

GENERAL DUTIES: Perform office functions for the Board of Education office as requested by the Pioneer Board of Education and its designees – Superintendent, Treasurer, Director of Business Affairs

SPECIFIC DUTIES:

1. Prepare correspondence for the Board of Education office personnel
2. Prepare and distribute monthly Board of Education report as prepared by the Superintendent
3. Prepare the Board conference room for meetings as appropriate
4. ~~Attend monthly Board meetings to record roll call of agenda items.~~ **Assist with setp of monthly Board meetings as needed.**
5. Prepare and distribute Board Hi-lites, contracts and correspondence as necessary following monthly Board of Education meetings
6. Maintain minutes of Board of Education meetings in official minute book and scan to network.
7. Prepare, distribute and collect all contracts and salary notices
8. Assist new and current staff with certification/licensure application completion following approval by the LPDC (Local Professional Development Committee)
9. Do BCI and FBI fingerprints for staff as necessary
10. Prepare and maintain personnel files for all employees
11. Maintain all Evaluation cycles of licensed and classified staff.
12. Maintain record of accumulation and use of compensatory time for classified staff
13. Organize monthly & quarterly meetings (i.e. Business Advisory/Financial Task Force, District Superintendents' meetings, etc) for Superintendent.
14. Organize Business Partner of the Year, All Board Dinner and other activities for the Superintendent.
15. Send letters to students (secondary and adult) no longer attending school and owing Pioneer money; forward to credit bureau of collection when necessary
12. Update and type employee directory
13. Maintain cell phones and assign as requested
14. Update Board Policy Manual NEOLA Policy Service
15. Update job descriptions on a 5-year cycle for Board of Education approval
16. Cover for Board office receptionist as needed
17. Perform other duties as assigned by the Superintendent an/or his/her designee.