

**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. Assist with setup 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. Organize monthly & quarterly meetings (i.e. Business Advisory/Financial Task Force, District Superintendents' meetings, etc) for Superintendent.
13. Organize Business Partner of the Year, All Board Dinner and other activities for the Superintendent.
14. Send letters to students (secondary and adult) no longer attending school and owing Pioneer money; forward to credit bureau of collection when necessary
15. Update and type employee directory
16. Maintain cell phones and assign as requested
17. Update Board Policy Manual NEOLA Policy Service
18. Update job descriptions on a 5-year cycle for Board of Education approval
19. Cover for Board office receptionist as needed
20. Perform other duties as assigned by the Superintendent and/or his/her designee.