**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** **Administrative Assistant/Board Clerk**

**LOCATION:** Office of the Superintendent of Education

**TITLE OF SUPERVISORS:** Superintendent / Assistant Superintendent / Director of Student Services and Maintenance

**GENERAL RESPONSIBILITIES:**

Performs a variety of secretarial functions for the operation of the Superintendent’s Office and provides assistance to the office staff. Performs a variety of functions for the operations for the School Board.

**SALARY:** Salary is reflective of years’ experience and the Neshoba County School District salary schedule.

**MINIMUM QUALIFICATIONS:**

* **High School Graduate or Equivalent minimum;**
* **Minimum three (3) years’ experience as a secretary, preferably in a school setting;**
* **Ability to operate standard office equipment;**
* **Proficient Computer Skills;**
* **Strong Organizational Skills;**
* **People oriented / able to relate well to staff, assisting the public and answering telephone calls;**
* **Confidentiality, maturity, and professionalism at all times is essential for this position.**

**DESCRIPTION OF DUTIES**

1. Assumes responsibilities as directed by Superintendent, Assistant Superintendents and Office Staff;

2. Operates within school district policies and procedures;

3. Promotes a positive image of the school district to the public;

4. Attends all Board Meetings and serves as the Board Clerk;

6. School Board Meetings and Annual Reports – make copies and prepare Board Agenda Software for monthly school board meetings. Prepare light refreshments to provide assistance when needed. Send annual attendance school board reports;

7. Maintains records on all Board Members including registration for workshops and continuing education.

8. Maintains and updates Board approved policies on the NCSD Website via MSBA online policies and disseminates approved data from Board Meetings to all affected personnel;

9. Coordinates/prepares all follow up from Board Meetings;

11. Prepares and maintains records of all contracts, agreements, construction projects and other various documents as needed for the District.

11. Surety Bonds – ensure all Board members are currently bonded and public officials of the school district are bonded and recorded at chancery clerk’s office;

12. Filing with Clerk, Tax Assessor, and Board of Supervisors at the Courthouse.

13. Workers Compensation – receives 1st report of injury from all school locations when an employee has a work related injury or sickness. Enter the 1st report information into the workers comp website. Maintains the employee workers comp files and updates on each case;

14. Bids for Supplies and Bank Depository Bids – prepares documentation and mails out bid request for annual bids on various school supplies. Receives bids and notifies the vendors that are awarded the bids;

15. Responsible for any and all other bid advertisements as needed for the district, as well as electronic bids when necessary;

16. Affidavits of Residency –prepare affidavits of residency for students living with custodial adults other than parents or guardians in order to provide proof of residence for enrollment;

17. Petition for Transfer – responsible for receiving and processing transfer requests for students who live in one district and request to transfer in or out of Neshoba County School District;

18. Co-ordinates meetings, retreats, etc. to assure all materials are provided, including meals, if required.

19. Prepares and maintains the District Calendars;

20. Maintains public relations for the District;

21. Assists Assistant Superintendent with school district website maintenance.

22. Opens and processes all incoming mail.

23. Attends annual training workshops provided by MSBA.

24. Perform any other duties as assigned by Superintendent or Central Office staff.

Updated 6/14/2022