



DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: Coordinator of Superintendent Services

Wage/Hour Status: Exempt

Reports to: Superintendent

Pay Grade: AM-1

Dept./School: Administration Building

Date Revised: 07-19-2017

Primary Purpose: Coordinate and execute the essential activities for the Superintendent's Office related to Board governance and functions.

Qualifications:

Education/Certification:

- Bachelor's degree
- Training in the field of business education, legal communications, or English/journalism preferred

Special Knowledge/Skills:

Working knowledge of:

- District's policies, procedures, and regulations
- Office practices, procedures, and equipment
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Courteous Interpersonal skills
- School Board Governance, preferred

Ability to:

- Perform a variety of high level duties using Microsoft Office Suite and associated functions/features
- Independently compose routine correspondence and written materials independently
- Assemble, organize, prepare and summarize reports
- Work confidentially with discretion
- Complete assigned tasks with exceptional oral and written communication skills

Experience:

Four years of professional experience in business, education, or legal communications preferred



Major Responsibilities and Duties:

- Prepare and post Board Agendas
- Record, transcribe, and maintain quality, detailed and error free Board minutes
- Coordinate all materials needed for board meetings, including the distribution of agenda packets prior to each meeting to all concerned parties
- Attend all board meetings and study sessions
- Obtain required signatures on legal documents and distribute to appropriate parties
- Record and prepare items for distribution to appropriate staff members on actions taken by the Board of Trustees
- Set up, manage, and maintain calendars
- Organize and manage routine work activities as needed
- Distribute materials as assigned by the Superintendent
- Prepare and type correspondence, reports, forms, and other materials for the Superintendent
- Assist school attorney with correspondence, files, and requested information
- Research minutes for Superintendent and other staff as needed
- Handle all planning for any board functions or receptions
- Maintain supplies and equipment for the office, and operate office equipment
- Maintain Confidentiality of information
- Answers incoming calls and handle day-to-day requests
- Assist with all Board member elections and Bond elections
- Perform other job related duties as assigned

Supervisory Responsibilities: None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress



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Employee Print Name _____

Employee Signature _____

Date _____