

# **SECRETARY TO THE SUPERINTENDENT**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To perform general administrative activities for the Superintendent.

**PERFORMANCE RESPONSIBILITIES:**

1. In addition to duties and responsibilities of the Cabinet Secretaries, provides research, development, and planning support.
2. Compiles operational statistics and gathers such other data as the Superintendent may require.
3. Supplies requested information to other school systems, teachers, colleges, etc.
4. Serves on such lay or staff committees as the Superintendent may direct.
5. Schedules, coordinates, supports budget development, and provides other clerical functions.
6. Attends all Board meetings and other meetings as assigned.
7. Prepares and reviews reports as assigned by the Superintendent.
8. Reports regularly to the Superintendent on any developments or problems within the District coming to his/her attention and requiring the Superintendent's awareness or action.
9. Prepares documents for Board and Cabinet meetings and provides clerical and logistical support for Board and Cabinet.
10. Coordinates meetings and activities for Cabinet Secretaries.
11. Maintains District calendar.
12. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised September 2016