

# FAYETTE COUNTY PUBLIC SCHOOLS

## Executive Secretary, Assistant Superintendent of Student Achievement Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Office of Student Achievement	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Assistant Superintendent of Student Achievement	<b>WORK CALENDAR:</b>	240 Days 8 Hr/Day
<b>SALARY SCHEDULE:</b>	Classified Salary Schedule	<b>APPROVED (Board):</b>	November 2004
<b>PAY GRADE:</b>	4480	<b>REVISED:</b>	December 2024; September 2023; September 2022; February 2018

**SUMMARY:** Under the general supervision of the Assistant Superintendent of Student Achievement, perform diverse and complex administrative support duties

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Maintain confidential information on behalf of the Assistant Superintendent and school district
3. Receive and screen incoming calls for Assistant Superintendent of Student Achievement
4. Serve as a liaison between public, schools and staff
5. Prepare memos, correspondence, letters, etc.
6. Create charts, forms and reports as directed
7. Assume responsibility for purchasing from allocated funds, to include: a. Enter requisitions in purchasing system b. Enter and process purchase orders through appropriate accounts c. Verify receipt of materials d. Process invoices and forward to Accounts Payable for payment after merchandise is received
8. Establish and maintain a filing system
9. Process timesheets, enter time and verify reports
10. Maintain system of checking expense reports for teachers
11. Open and review all incoming mail to Assistant Superintendent of Student Achievement
12. Set up appointments as necessary
13. Prepare or secure materials and rooms for scheduled meetings
14. Serve on county level committees
15. Relieve at receptionist desk as assigned
16. Assist Assistant Superintendent in preparation/communication of accreditation process
17. Assist Assistant Superintendent with prioritization of needs and preparation of instructional budget
18. Handle payroll for education department and community schools
19. Set up meetings for coordinators and principals
20. Perform other duties as assigned and allowable by intended program

### REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent  
Keyboarding, telephone and filing skills  
Proficiency in administrative technology

Excellent problem-solving skills  
Ability to handle and complete multiple tasks simultaneously  
Excellent oral, written and interpersonal communication skills  
Accounting/ bookkeeping/secretarial experience

**PHYSICAL DEMANDS:**

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

**PREFERRED QUALIFICATIONS:**

Knowledge of all levels of school operations

**REQUIRED DUTIES & RESPONSIBILITIES:**

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.