

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 12/17/2018



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- Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
                    This action request pertains to  Elementary (only)                       High School/District Wide
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**Date:**   12/11/2018

**To:**        **Browning School Board**  
                    Members

**From:**   Corrina Guardipee-Hall ED.S.  
                    Title:    Superintendent

**Subject:**   **Administrative Assistant/Superintendent/School Board Executive Secretary Salary Increase**

**Description:** I am requesting a 2.5% increase in salary for Carlene Adamson. Carlene has worked for the Browning Public Schools for 27 years with 21 years as the Administrative Assistant/Executive Secretary to the Superintendent and School Board. Carlene's roles and responsibilities exceed that of a traditional secretary. Over the years, and with several transitions of new staff within the Administration building, Carlene's incomparable expertise has been pivotal in assisting the new employees with knowledge of policy, laws, procedures.

Professional technical raises are not tied to a collective bargaining agreement.

**Financial Impact: \$1,301.00**

**Funding Source (Budget/grant, etc.):** Superintendent/School Board Secretary Budget

**Attachment(s):** Job description

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Personnel  
Department

**Browning Public Schools JOB  
DESCRIPTION**  
Effective: June 25, 2001



## **Administrative Assistant – Superintendent/Board Executive Secretary**

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### **Summary of Functions**

Under general supervision, serves as confidential executive secretary to the Superintendent and the Board of Trustees in carrying out all secretarial, clerical and receptionist functions for the Office of the Superintendent and for the Board of Trustees. Coordinates and facilitates business matters and public issues for appropriate action by the Superintendent/Board of Trustees.

### **Essential Duties and Responsibilities**

#### **A. General**

- 1) Reception - Places and receives telephone calls and records messages. Welcomes visitors and arranges for their comfort. Screens callers and visitors in accordance with established procedures.
- 2) Correspondence - Drafts and transcribes letters, memos, notices, announcements, reports and other documents from general instructions and dictation utilizing various media. Uses word processing software and electronic mail to create, copy, edit, store, retrieve and print a variety of documents. Processes incoming correspondence as instructed.
- 3) Mail - Receives and routes incoming mail to the Superintendent, members of the Board and to other departments as appropriate. Prepares outgoing mail as required.
- 4) Scheduling - Assists in development of long-range schedules for meetings and for completing tasks and related timelines. Maintains daily appointments and tasks on line, informs the parties in advance, and revises and schedules according to unexpected circumstances. Assists in planning travel, itineraries, makes reservations, and arranges details.
- 5) Meetings – Makes all arrangements for meetings including time, advance notice, prepares agendas, space, layout, equipment, and refreshments. Assures attendance to make a quorum and provides guidance during meetings when necessary. Assembles background material as needed. Records and transcribe, complete/accurate minutes for various meetings as required.
- 6) Files - Establishes and maintains files in a logical, organized manner as required by law. Maintains all required files by computer and able to locate and retrieve information from files in timely manner. Searches for and assembles information from files and documents in the office and from outside sources for use by the Superintendent and other authorized users.
- 7) Bookkeeping - Performs any bookkeeping tasks associated with position. Drafts and enters requisitions, purchase orders, leave, etc. in accordance with accounting procedures and obtains required signatures.

- 8) Confidentiality- Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures. Understands that certain information may be sensitive and does not share it with others.
- 9) Personnel – Maintains any personnel forms for approval by the Superintendent and other required signatures, i.e. travel requests, timesheets, agreements approved by school board or superintendent. Maintains accurate payroll records. Inputs data into the computerized payroll system.
- 10) Technical Assistance - Provides information and assistance to administrators, directors, supervisors and employees as directed by the superintendent.
- 11) Procurement - Researches and obtains needed equipment, services, and supplies, using Black Mountain software for the office, in compliance with Business Office procedures. Maintains office supplies, publications, etc. Issues supplies and materials to management team, administrators and others as directed by the Superintendent.
- 12) Public Relations - Establishes and maintains good relationships with members of the Board of Trustees, co-workers, administrators, other district personnel, students, parents, suppliers and the public. Works to enhance the appearance and professionalism of the Office of the Superintendent and the standing of the Board of Trustees in the community.
- 13) Reports - Prepares and submits reports and other documents as required.
- 14) Training - Participates in training sessions as directed. May provide training to co-workers as needed and ensures that their on-the-job training conforms to work standards and job requirements.
- 15) Other - Performs such other functions and assumes such other responsibilities as the Superintendent may from time to time assign or delegate.
- 16) Prepares and maintains the school/community events calendar.

#### **B. Special (Board of Trustees)**

- 1) Agendas - Assembles information for Board meetings, prepares agendas and distributes information to members of the Board, management team and administrators in advance of scheduled meetings. Provides copies and/or posts in advance according to established practice.
- 2) Meetings - Posts public notices for all Board meetings and oversees preparations for meetings including conference room layout, media equipment, handouts, meals and refreshments. Confirms in advance the attendance of members of the Board to establish a quorum and of guests and presenters essential to scheduled activities. Attends all Board meetings and provides guidance to the Board Chair as needed in conducting the meeting according to the agenda and *Roberts' Rules of Order*.
- 3) Minutes - Records all significant actions and events that occur during Board meetings in sufficient detail to produce complete and accurate minutes of such meetings in good form and in accordance with *Roberts' Rules of Order*. Prepares and distributes a summary of Board actions to the management team, administrators, and others according to established practice. Obtains required signatures and secures original minutes and related information in locked, secured files for safekeeping. Provides copies of minutes upon request.
- 4) Policies – Reviews and provides superintendent with policy updates, maintains district policy, manuals, and distribution.
- 5) Public Notice - Prepares and publishes notices, announcements, and other information directed to the public by the Board and/or superintendent utilizing various media.

- 6) Technical Assistance - Provides information and assistance to administrators, directors, supervisors and employees with regard to board information.
- 7) Coordination - Coordinates with individual members of the Board in carrying out general and special functions between the Superintendent and Board of Trustees.

### **Organizational Relationships**

Supervised by and reports to the Superintendent of Schools and with respect to duties for the Board of Trustees, and by the District Clerk who oversees those responsibilities. May be directed by the Board Chair from time to time with respect to carrying out functions provided herein for the Board of Trustees. May supervise, under direction of the Superintendent, personnel assigned to the office on a day-to-day basis.

### **Qualifications**

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying.

- Proficient with desktop computers, preferably Microsoft Word and Excel
- Knowledge of the administrative functions and their respective policies and procedures e.g., personnel, finance, procurement, records management, etc. to perform clerical tasks
- Knowledge of and experience in operating office equipment including fax, copier, calculator, and typewriter
- Knowledge of correct use of grammar, spelling, punctuation, and prescribed formats
- Skill as a qualified typist
- Excellent communication skills, both written and verbal, including the ability to draft correspondence from general instructions or dictation.
- Ability to record and transcribe minutes of meetings
- Excellent organizational skills especially with respect to scheduling and filing
- Ability to work with others and without close supervision
- Ability to handle details accurately
- Ability to focus on work despite office interruptions
- Ability to maintain a professional disposition and composure at all times
- Excellent work habits

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

