



Morgan County R-1 Schools

701 N Oak, Stover, MO 65078

Phone: (573) 377-2217 Fax: (573) 377-2211

“The Bulldog Way”

Striving for the Best, We Rise Above the Rest

Position Title

Secretary to the Superintendent

Department

Central Office

Reports To

Superintendent

Summary

Assists the Superintendent, Board of Education members, and District administrators by performing a wide range of secretarial and clerical duties. Serves as a liaison between the District and the community, parents, staff, and other stakeholders. Maintains confidentiality and supports efficient Central Office operations.

Essential Duties and Responsibilities

Secretary to the Superintendent

- Types correspondence, letters, memos, and forms for the Superintendent and staff
 - Prepares routine correspondence/Board Packets
 - Maintains confidentiality in accordance with law and Board policy
 - Interfaces with parents, community members regarding District matters
 - Prepares for and works with the **bookkeeper** during the annual audit
 - Maintains general office and staff personnel files
 - Responsible for tuition collection, related information, and correspondence
 - **Assists in District MOSIS/Core Data information** and uploads according to guidelines
 - Compiles food service applications and claims
 - Oversees purchase orders(requisitions) through the approval process. This includes communicating with offices and assigning.
 - Performs monthly Bank Reconciliation and bank deposits as needed.
 - Prepares the following for auditors: Food Service, Attendance and Transportation
 - Performs other duties as assigned
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Central Office Secretary

- Greets visitors courteously, determines needs, and directs them appropriately
 - Answers office telephones and responds to requests for information
 - Maintains a welcoming reception area with current school publications
 - Sorts and distributes incoming mail; prepares outgoing mail
 - Orders and stocks Central Office supplies
 - Performs all personnel background checks
 - Performs other duties as assigned
 - Civil Rights Data collection
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Transportation Support

- Maintains accurate records of ridership and bus mileage and prepares reports
 - Requests and processes driver time sheets
 - Maintains driver employment records, including physicals and licenses
 - Assists in compiling annual state transportation reports
 - Assists in arranging transportation schedules
 - Arranges bus transportation in the Superintendent’s absence
 - Performs other duties as assigned
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Supervisory Responsibilities

None

Education and/or Experience

- Associate’s Degree and one year of relevant experience **OR**
 - Two to three years of job-related experience
 - Familiarity with Microsoft Office Suite, MOSIS requirements, and school information systems
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Skills and Abilities

- Strong organizational skills and attention to detail
 - Strong analytical and problem-solving skills
 - Ability to communicate clearly and concisely
 - Ability to work with awareness of District requirements and Board policies
 - Ability to maintain strict confidentiality
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Physical Requirements

The physical demands described are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Ability to lift a minimum of 25 pounds
 - Standing, bending, squatting, reaching, stooping, pulling, and pushing required
 - Dependable, punctual, and in good health
 - Maintains good personal hygiene
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Evaluation

Performance will be evaluated in accordance with Board policy on the evaluation of support staff personnel.

Terms of Employment

- Twelve-month employee
 - Starting hourly rate per salary schedule and relevant experience
 - Benefits as defined by Board policy
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Matt Unger, *Superintendent*

Molly Roe, *Director of Curriculum and Instruction*

Michael Marriott, *High School Principal/AD*

Jessica Smith, *Elementary Principal*

Heather Oelrichs, *Special Service Director*

Brittney Thompson, *Middle School Principal*