



**Job Purpose**

- To provide confidential administrative and secretarial support to District Administration Staff, including communicating information on behalf of District Administrators to school district employees, parents, other school districts, public agencies, and providing necessary support to ensure efficient and effective school district operations.

**Knowledge, Skills, and Abilities**

- Ability to describe problems and communicate effectively orally or in writing to supervisors.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Ability to perform basic arithmetic computations, including addition, subtraction, multiplication, and division.
- Ability to understand, apply, and use personal computers and software applications (e.g., Word, Excel, PowerPoint).
- Ability to problem-solve job-related issues.
- Ability to process paperwork accurately according to standardized procedures.
- Strong organization, scheduling, and time management skills.
- Knowledge of office management procedures.
- Ability to use standard office equipment such as personal computers, copy/fax machines, and telephones.
- Good verbal and written communication skills.
- Familiarity with general accounting principles.
- Solid knowledge of relevant legislation, policies, and regulations.
- Strong attention to confidentiality.

**Minimum Qualifications**

- High School Diploma required.
- Associate Degree with coursework in business, word processing, office procedures, and record keeping preferred.
- Ability to operate office machines including calculators, typewriters, copiers, and related equipment.
- Ability to type and effectively use computer systems including Excel, Word, and other office programs.
- Successful experience of an increasingly responsible nature in public service, executive administrative assistance, or executive secretarial roles.

**Duties and Responsibilities**

- Demonstrates prompt and regular attendance.
- Adheres to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

## **Human Resources**

- Creates and maintains application files.
- Scans/emails and logs Professional Development in binder (digitally or manually).
- Maintains/updates Job Description binder.
- Schedules and coordinates background checks, including FBI and Mississippi Child Abuse Registry checks, and communicates with appropriate departments as needed.
- Reviews application files for expired applications and discards as appropriate.
- Completes E-Verify/I-9 documentation on new employees and maintains binder of completed forms.
- Prints board agendas and approved personnel forms and maintains Board Agenda binder.
- Maintains prior employee files.
- Enters requisitions and budget amendments for HR department.
- Completes regular and ratified dockets each month for HR department and submits to Accounts Payable.
- Mails HR correspondence.
- Completes travel reimbursements for HR personnel.
- Assists with contacting all current substitutes for the upcoming school year.
- Copies and distributes employee handbooks, forms, and related materials.
- Updates and prints licenses from MDE MECCA for Licensure Binder.
- Contacts employees concerning expired licenses.
- Orders and organizes HR office supplies and equipment.
- Assists with maintaining all HR files, including FMLA and Workers' Compensation documentation.
- Completes and submits First Report of Injury (FROI) forms for Workers' Compensation claims as needed.
- Processes and files Employee Transfer Requests in binder.
- Maintains Sub Feedback Binder.
- Sends out FMLA notice reminders to administrators.
- Collects, reviews, and files Employee Acknowledgement Forms.
- Discards/shreds expired or unnecessary documents.
- Assists with front desk and receptionist duties as required.
- Performs other job-related tasks as assigned.
- Limited travel to and from meetings as required.

## **SPIRIT Program**

- Enters requisitions and budget amendments for the SPIRIT department.
- Completes regular and ratified dockets each month for the SPIRIT department.

## **Athletics & Operations, Security, Zoning**

- Enters requisitions and budget amendments for Athletics and Security departments.
- Completes regular and ratified dockets each month for Athletics and Security departments.
- Completes travel reimbursements for Athletic Director and Security department.
- Submits approved purchase orders to athletics and security departments.
- Reviews gate reconciliation reports and maintains binder.
- Logs receipts of game reconciliations.
- Prints and distributes Out-of-District Petition forms.
- Maintains calendar and signature log for van reservations by school district staff.
- Maintains athletic files (reports, forms, etc.).
- Performs other job-related tasks as assigned.

**CTE, Technology, Facilities, 16th Section**

- Enters requisitions and budget amendments for Technology department and 16th Section.
- Completes regular and ratified dockets each month for District Technology and 16th Section.
- Completes in-district travel reimbursements for CTE/Facility Director and technology personnel.
- Submits advertisements for 16th Section to GC Times and obtains cost.
- Maintains system of billing and collection of 16th Section leases.
- Assists with letters, memos, and correspondence for CTE/Facilities/16th Section Director.
- Prints and distributes facility usage forms and maintains related files.
- Performs other job-related tasks as assigned.

**Business Department**

- Reviews GC Times for district advertisements, copies, and submits to designated personnel.

**Reports To:** District Office Directors

**Supervises:** N/A

**Terms of Employment and FLSA Status**

- 240 Days Per Year
- At-Will Employment / Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date