

**Archdiocese of Louisville
Position Description**

Staff Member:		Agency: OCS
Position Title: Executive Secretary (June 2019)		Number Supervised: 0
Accountable to: Superintendent		
		Status: Exempt Non-Exempt XX
Minimum Hours Per Week: 35		

Position Summary:

Provide administrative and clerical support to the superintendent, assistant superintendent, curriculum coordinator, and other Office of Catholic School personnel in serving the needs Catholic schools.

Primary Duties and Responsibilities:

A. Secretarial Support

1. Take all calls for the superintendents' offices and assist when possible
2. Assist principals, teachers, and parents with basic information and direct them to resource persons who can assist them with policy questions and interpretations
3. Has knowledge of the calendar for those supported, anticipates needs and initiates communication to ensure tasks are accomplished.
4. Schedule all school meetings on archdiocesan common calendar
5. Take registrations for meetings, special events, and other occasions as needed
5. Make arrangements for hospitality at different functions for schools
6. Attend Schools Consultative Council meetings and record minutes
7. Collect time sheets for monthly reports from school team
8. Design, update, and print documents as needed

B. Elementary and Secondary Principals' Meetings

1. Schedule all meetings for the year
2. Send out agendas prior to the meetings as requested
3. Prepare materials for the meetings

C. Schools Consultative Council (SCC)

1. Schedule meetings for the year
2. Send out agendas and other materials prior to the meetings
3. Keep track of regional principal and teacher representatives terms and verify replacements when a term is completed
4. Take minutes of meetings and send out to council members and principals

D. Assessment

1. Work with assessment vendor contact persons, superintendent, and curriculum coordinator to review and communicate information to principals and test coordinators
2. Assist with rostering students and other tasks associated with data entry and accessing reports within the system.
3. Attend trainings as needed to remain up-to-date on current processes and procedures
4. Trains other OCS staff on processes as needed

E. Teacher Application Process

1. Teacher Certificate Renewal and Employment Verification
 - Works with Assistant Superintendent to communicate with the Education Professional Standards Board, other local school districts and universities to provide requested information.
2. Teacher and Substitute Applications
 - Manages the teacher and substitute application process making sure all paperwork is completed.
 - Works with schools to provide resumes when openings occur.
 - Schedules interviews for all substitutes and provides an updated list to all schools at the beginning of each month.
 - Helps prepare materials for recruitment fairs.

F. Special Needs Program

1. Prepares sign-in sheets for each Learning Coordinator meeting.
2. Helps with set-up of meetings when necessary.
3. Assists with preparation and implementation of WHAS Crusade grant by pricing and ordering materials, creating accountability sheets for distribution of materials, and preparing reimbursement requests and regular grant reports.
4. Makes revisions, changes to the Intervention Protocol document as requested as well as other supporting materials.
5. Coordinates ACCOMMODATE vendor invitations, RSVPs, and other logistics for the event.

G. Merton Leadership Initiative

1. Works with the Superintendent and Assistant Superintendent to coordinate the meetings for this group including the Pilgrimage, Learning Days, lunches and sites.

H. Curriculum Support

1. Textbook adoptions
 - Support process by creating templates, compiling evaluations and arranging meetings with publishers
 - Create Selection Packet and Recommended List for schools
 - Maintain file for adopted instructional materials lists from schools

2. High School Recruitment
 - Assist with production of “Guide to Recruiting”
 - Work with Communications Office in obtaining roster list
 - Send “Guide to Shadowing for Students and Parents” to schools
 - Send request for unavailable dates for recruitment visits
 - Schedule individual recruitment visits for fall
 - Prepare packets for recruitment committee meetings
4. High School Placement Test
 - Prepare packets for distribution
 - Send request to pastors to advertise dates
 - Prepare spreadsheet and graph chart of Placement Test data
5. Spelling Bee
 - Compile list of winners from individual schools
 - Confirm judges and videotaping
 - Order trophy
 - Arrange for hospitality

I. Special Projects

1. **Budget** - Process check request, keep records of monthly expenses, help prepare Office of Catholic Schools annual budget
2. **Bus Transportation Contracts**
 - Mail all correspondence pertaining to contracts and recording reports
 - Communicate with Metro Government contact person about date for annual legal notice
 - Notify schools and bus contractors of legal notice in CJ in a timely manner in order that they may provide a list of transported students to bus providers for subsidy
3. **Catholic Schools Week** – Gather nomination forms for various awards, prepare program for handout, order awards and have engraved, make arrangements for hospitality
4. **Central Purchasing**
 - Obtain bids for centralized purchase of paper for all schools, parishes, and archdiocesan agencies
 - Notify companies awarded the bids
 - Send schools order forms to complete for annual shipment of paper products
 - Record orders and forward to paper companies that were awarded the bid
5. **Forms** - Create and distribute various forms for schools (Permanent Record, Test Record, Health Record, Progress Reports)
6. **Handbook for Elementary Schools** – Word process final document, distribute to schools, and post on archdiocesan web site
7. **KEES** (Kentucky Educational Excellence Scholarship)
 - Have general knowledge of program and how it is administered
 - Compile high school data (grades 9-12) and send to KHEAA in June
 - Maintain program all year with changes/updates/additions/deletions

8. **Kentucky Derby Museum Bus Subsidy**
 - Maintain file for funds disbursed to schools
10. **Opening Event for Elementary Educators**
 - Send out survey to get attendance numbers
 - Contract with facility to hold event
 - Make hotel arrangements for keynote speaker
 - Plan hospitality with coordinator
 - Follow up on minor details
11. **Parish High School Assessment**
 - Obtain parish lists from each high school
 - Compile numbers of students from each high school and bill individual parishes for those students that are members of their parish
 - Forward report to Archdiocese of Louisville Finance Office
12. **Permanent Records**
 - Collect permanent records from schools every 5 years
 - Check for errors
 - Scan into Sentry File system
13. **School Calendar** - Prepare annual Jefferson County Catholic elementary school calendar and distribute to schools
14. **School Forms** - Maintain files for various reports sent from schools
15. **Statistical Data Report**
 - Compile data from report (enrollments, staff, ethnicity, tuition, department chairpersons, etc.)
 - Complete annual NCEA data bank report
16. **Summer School** – Obtain information from schools and compile a list of those schools offering summer school or enrichment programs and send to schools in May
17. **Teacher Recognition**
 - Create list of professionals celebrating milestone years of service to education in the archdiocese
 - Send verification of teachers celebrating milestone years of service to the schools in August
 - Send invitations to recipients
 - Order awards
 - Make arrangements for luncheon at The Olmsted (approx. 200 people)
 - Prepare program with list of teachers for each anniversary year
18. **Timesheets** – Prepare monthly reports for personnel office
19. **Transcripts** - Process requests for records
20. **WHAS Grant** – maintain records of all expenses, process check requests, compile quarterly reports

Position Qualifications and Competencies:

- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Exemplary computer skills: Microsoft Word, Excel, Access, Publisher, Google Docs
- Good judgment and interpersonal skills
- Knowledge of budget and financial practices
- High school graduate, associate degree preferred
- Experience as an executive secretary, knowledge of school environment preferred

