

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Executive Administrative Assistant

DEPARTMENT/PROGRAM AREA: Administration

IMMEDIATE SUPERVISOR: Executive Director

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

Provide basic secretarial and clerical support to the Executive Director and Special Education Director. The employee will perform complex and responsible duties to relieve the superintendent of clerical and administrative detail by coordinating, organizing and participating in various operational tasks.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. HS graduate
2. Strong people skills and high degree of initiative
3. Extensive working knowledge of computer software; Word, Excel spreadsheet, desktop publisher, e-mail.
4. Broad based experience in school clerical functions
5. Excellent communication and public relations skills with staff members of SLVBOCES, districts and CDE and with other public and private entities.
6. Detailed and organizational skills required. May guide the work of other positions as needed.
7. Detail oriented and ability to meet deadlines
8. Assist in the development of brochures, flyers and other information for dissemination to the public.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Duties include coordinating required information with schools.
2. Communicate with state, school district personnel and parents regarding educational information.
4. To assist Executive Director and Special Education Director with duties as assigned.
5. Act as secretary to the Board of Education, attend meetings, keep meeting notes and minutes, and perform other functions as necessary to ensure the smooth flow of Board operations.
6. Act as secretary to the Superintendence Advisory Committee, attend meetings, keep meeting notes and minutes, and perform other functions as necessary to ensure the smooth flow of SAC meeting.
7. Maintain and revise Board of Education policy. Coordinate with CASB to keep abreast of required and suggested policy revisions and adoptions. Maintain policy on the district web site.

8. Format and produce the Personnel Handbook and Student Discipline Code annually.
9. Develop and produce the annual BOCES calendar that is distributed to school/community patrons.
10. Attend Administration Team meetings.
11. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the BOCES in a positive way, both on duty and in connection with BOCES activities, even though the employee may not be officially on duty.
12. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
13. Actively seek ways to improve and increase the effectiveness of BOCES operations.
14. Perform all other duties as may be assigned by the directors at BOCES.
15. Employee is held accountable for all duties of the job.

IV. EVALUATION PROCEDURES: The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

VI. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

VII. DISCHARGE FOR CAUSE: The employee may be discharged for cause upon the grounds set forth in section 22-63-301, C.R.S. (but the procedures and other provisions of that article shall not apply). The Board shall not arbitrarily or capriciously call for the employee's discharge for cause, and the employee shall have the right to receive with a written statement of charges, notice of hearing, a fair hearing before the Board (no member shall claim to be disqualified for any reason), and the right to be accompanied by legal counsel at her sole expense. In the event of discharge for cause, no severance payment or other compensation for the remainder of the term of this Agreement shall be due the employee, except for fringe benefits accrued but unpaid as of the date of discharge according to established Board policy applicable to licensed administrative employees. Nothing in this paragraph shall be construed so as to limit or restrict or as a precondition on the right of the either party to pursue legal remedies otherwise available at law or equity.

VIII. TERMINATION FOR REASONS OTHER THAN CAUSE:

A. By Employee. The employee may elect to terminate this Agreement by giving notice in writing within the time periods specified in paragraph below.

B. By the Board. The Board may elect to terminate this Agreement for reasons other than cause by giving the employee written notice of such termination. In the event of termination for reasons other than cause during the first Contract Year, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the

employee shall receive a lump sum payment in lieu of sums due for salary hereunder amounting to six (6) months' salary, at the rate then in effect. In the event of termination for reasons other than cause during the final Contract Year during the term, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder that is equal to the balance of the salary payable to employee for six (6) months' salary or the remainder of such Contract Year as of the date of termination, whichever is less. Should such termination occur during any renewal term, the lump sum payment shall be the lesser of the balance due for the remainder of the renewal term or six (6) months' salary, at the rate then in effect.

READ AND REVIEWED BY EMPLOYEE ON:

Employee Signature Supervisor Signature

Executive Director Approval Date

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.
