
GENERAL PERSONNEL

ADMINISTRATIVE PROCEDURE - Executive Secretarial Employees

Executive Secretarial Employment

Applicants must have graduated from high school or have earned an equivalency certificate.

One examination will be administered at a designated time by the Personnel Office, a computer generated test, focusing on business math, filing, spelling, Microsoft Excel and Word, and / or other programs that are deemed necessary for employment.

A minimum score of 80 or better on the computer test may qualify an applicant to be placed on the active application list, and is a prerequisite to employment.

Currently employed secretaries that took previous computer generated tests will be required to retake the computer generated test should they be interested in an Executive Secretarial position.

Executive Secretarial test scores shall be valid for one (1) school year, July 1 thru June 30.

Any secretarial substitute, applicant or presently employed personnel may test in order to be considered for full-time employment when the test is given.

Before being regularly employed, the applicant must successfully pass a physical examination as prescribed by the Board of Education. The District shall be responsible for the expense of the examination.

Executive secretaries will be placed on the executive secretary salary schedule.

Placement on the Executive Secretary Salary Schedule

A new hire or retiree will be placed on step 1 of the Executive Secretary's Salary Schedule.

The salary placement determination for a currently employed secretary on the Executive Secretary's salary schedule will follow the same procedure as the placement on the administrator's salary schedule.

Base Salary x 10% for increased responsibility.

Base Salary x 2% for each month the executive secretary will work beyond their current number of working months.

Base + increases, rounded up to the nearest level in the appropriate category on the executive secretary salary schedule.

The Director of Human Resources will initiate action for employment through the Office of the Superintendent.

ADOPTED: 02/10/2015

REVISED: 10/11/2016