

FLORIDA UNION FREE SCHOOL DISTRICT

POSTING

The Florida Union Free School District has an opening for Secretary to the Superintendent of Schools. This is a full-time, 12-month civil service-exempt position, governed by the Non-Represented Central Office Employees Working Agreement. The position is available on or about July 1, 2025.

Major Responsibilities of Position

This role carries significant responsibility and demands a high level of confidentiality. It requires the use of independent judgment to apply established procedures when addressing unforeseen circumstances and completing complex tasks. The position is accountable for providing secretarial support to the Superintendent of Schools and serving as the Corresponding Secretary to the Board of Education.

Examples of Work Performed

- Perform confidential and detailed secretarial duties of varying nature for the Superintendent.
- Handle sensitive documents, including typing correspondence and organizing files, ensuring they are only accessible to the Superintendent or authorized staff.
- Prepare Board agendas and draft proposed resolutions.
- Collaborate with building and District administrators on various projects and tasks.
- Maintain the Board Policy Manual.
- Assist with the upkeep of personnel files.
- Monitor seniority, probationary staff status, and certifications.
- Assist with the creation and proofreading of the budget newsletter.
- Oversee the District calendar, compiling important dates and collaborating with the public relations team to gather photos and proof materials.
- Responsible for overseeing the annual school budget vote and election process.
- Coordinate conference arrangements for the Superintendent and Board of Education.
- Manage the Superintendent's calendar and schedule.

Required Knowledge, Skills, and Abilities

- Maintain a high level of confidentiality with personnel records, correspondence, and investigations.

- Ability to independently manage routine administrative tasks.
- Strong multitasking skills with the ability to prioritize effectively.
- Comprehensive understanding of the functions and operations of the Superintendent's office and Board of Education, including knowledge of Open Meetings Law, Roberts Rules of Order, and NYS Education Law.
- Familiarity with office procedures, equipment, and best practices.
- Skilled in organizing work and developing efficient methods for task completion.
- Proficient in calendar management and scheduling appointments.
- Professional interaction with staff, students, parents, visitors, and the public, fostering respect and confidence in the Board of Education, District administration, and the overall District.
- Ability to work collaboratively within a team environment.

Preferred Experience and Qualifications

Degree from a two-year college or accredited business school or
At least two years of experience working in an executive secretarial position.

Applications will be accepted until April 11, 2025. Interested applicants should send a letter of interest and resume to:

Superintendent of Schools
Florida Union Free School District
P.O. Drawer 757
Florida, NY 10921
Email: harena@floridaufsd.org