

## VACANCY NOTICE

**DATE:** April 30, 2025

**POSITION TITLE:** Secretary to the Superintendent

**ASSIGNMENT:** District Office

**CERTIFICATION:** Civil Service – Exempt

**START DATE:** July 1, 2025

**POSITION DESCRIPTION:**

There is a current opening for the position of Secretary to the Superintendent. This position involves responsibility for performing clerical and administrative support work of a confidential nature for the Superintendent. Employee performs difficult and complex clerical tasks to relieve the Superintendent of normal administrative detail. Work frequently involves contacts with staff, students, parents, and visitors.

**MINIMUM QUALIFICATIONS:**

Education, specialized background, training and experience.

- A. Graduation from a regionally accredited college or university with an associate degree and one (1) year of professional experience in public clerical and administrative support; **OR**
- B. Minimum of three (3) years of professional experience in public clerical and administrative support;

**PRIMARY WORK ACTIVITIES:**

Typical activities characteristic of the class.

- Ability to preserve confidentiality of Superintendent, students, District employees, and School Board;
- Understand and manage proper procedure for public meetings;
- Maintain cooperative working relationships with staff, colleagues, supervisors, and members of the School Board;
- Record, store, and retrieve information accurately, organize time, and information efficiently;
- Good knowledge of office terminology and procedures;
- Follow rules of spelling, grammar, and manuscript form;
- Such alternatives to the above as the Superintendent may find appropriate and acceptable.

**TERMS OF EMPLOYMENT:**

- Full-time, probationary appointment
- Twelve-month position
- \$60,000-\$70,000 per year (based on qualifications and experience)
- Benefits as per individual employment contract

**APPLICATION DEADLINE:** Open Until Filled

All applicants must submit a RecruitFront online employment application (found on our website: [www.mexicocsd.org](http://www.mexicocsd.org)), **including contact information for three professional references.**

**Refer to posting #25-104 in all correspondence.**

The Mexico Central School District is in compliance with federal and state laws governing equal opportunity prohibiting discrimination on the basis of race, color, creed, ethnic background, religion, sex, age, marital status, physical handicap, and any other protected category under federal, state, or local law. EOE/AA

This position will be filled following Civil Service Law.