





SUPERPOWERS



As executive assistants, you are an extension of your board and superintendent, your superpowers make them look good!


A DAY IN THE LIFE



- As we all know, there is no typical day in the life of a school board clerk.
- One minute you are preparing the board packet; the next minute you are answering questions from the press.




MANAGING MULTIPLE TASKS




- Each administrative assistant/school board clerk has many different roles and responsibilities.
- Some school board clerks are also the
 - Superintendent's secretary
 - Human resources officer
 - 16th Section Clerk

MANAGING MULTIPLE TASKS



- Admins are commonly tasked with multiple projects.
- As a result, organizational skills are a critical part of performing your duties.
- Not only does this ensure that critical work doesn't fall through the cracks but it also allows information to be found quickly, including by others, making the workplace more effective and efficient.

ORGANIZATION



- Work with frequent interruptions
- Maintain emotional control under stress.

ORGANIZATION



- Organize and manage routine work activities of the superintendent's office.
- Assist with travel arrangements for board members and administrators as needed.


ORGANIZATION



- Schedule appointments and maintain superintendent's calendar.


You are the point of contact for internal & external requests as well as being responsible for organizing travel itineraries, and coordinating meetings.

ORGANIZATION



- Maintains an easy to use filing system for archived documents and electronic files.
- Review and distribute mail.


ORGANIZATION



Daily Example: You step into the superintendent's office or board room to file documents, clean the whiteboard, throw away debris from a previous meeting and clear any clutter that may be in the general vicinity.

SUPERPOWER TRANSLATION:
I minimize distractions in order to be mindfully present and stay organized to appropriately prioritize.

MANAGING MULTIPLE TASKS



How do you manage your duties and what do you do to keep yourself sane, organized and complete your tasks?



Board Meetings



- Collect, organize, copy, and bind all materials for board meetings; distribute to board members.
- Type all correspondence, memoranda, and reports for superintendent.

Board Meetings



- Compile information and prepare reports as needed.
- Distribute board materials to administrators, appropriate staff, and media.

Board Meetings



- Prepare and post official board agenda and records.
- Record minutes of executive staff and board meetings as required.
- Follows up up on action items after the board meeting



PROACTIVELY:
BOARD MEMBERS!
SUPERPOWERS!



RELATIONSHIPS


Board Members



- Work with individual members to understand their needs.
- Coordinate and execute events – board meetings, training, school board visits to schools, etc.
- Compose and prepare documents for signature.
- Receive training to assist board members in fulfilling their role.

RELATIONSHIPS

EMOTIONAL INTELLIGENCE



- Emotional intelligence or EI is the ability to understand and manage your own emotions, and those of the people around you.
- Since administrative professionals communicate with so many different kinds of people, you need to be adaptable.
- Often, they have to assist with situations where others are under stress, navigating potentially treacherous waters to accomplish tasks, handle conflict, and solve problems.
- One of your superpowers is the ability to positively influence a situation.

RELATIONSHIPS

Foresight

Superheroes do not always save the day, many times they prevent the day from needing to be saved.



RELATIONSHIPS



Foresight

- As skilled admins you do not just wait for instructions on what to do next.
- Instead, you anticipate problems and find solutions in advance.
- You also work to predict the needs of others, This allows you to not just be helpful, but indispensable.

RELATIONSHIPS



- A skilled admin understands how to interact with people from all levels within the school district.

RELATIONSHIPS


Establishing Trust



- The role of the school board clerk is very different in each central office, therefore it is important to establish trust with staff and board members.

RELATIONSHIPS

LOYALTY



- Many school board clerks run into this difficult situation: Where do my loyalties lie, with the Superintendent or the School Board?

RELATIONSHIPS


CONFIDENTIALITY



- Many of the documents you read and discussions you hear are confidential.
- Provide confidential personal support and maintains confidential personal information.
- How do you maintain confidentiality while out in the community or with certain members of the staff?



COMMUNICATION




- Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to superintendent.
- Prepares and disseminates announcements/materials
- Answer incoming calls and handle questions from public, outside agencies, board of trustees, and staff.

Sample Calendar Duties




Sample Calendar Duties
January




- New Board Member Oath Of Office –must be administered, recorded in minutes and filed (MS Code 25-1-1)
- Have New Board Members Complete Compensation Election Form (MS Code 37-6-13)
- Register New Board Members for Basic Course (MS Code 37-7-306)

Sample Calendar Duties January




- School Board Meeting Attendance Report (due February 1)
- Remind Board Members to Complete Statement of Economic Interest due by May 1 (MS Code 25-4-29)
- Provide New Board Members with a copy of Board Policies or access to Online Policies
- Board officer elections (Mandatory Offices - President, Secretary MS Code 37-6-9)

Sample Calendar Duties January




- Update MSBA Membership database with new board member info
- Provide Board with Superintendent Evaluation if needed (available at msbaonline.org)

Sample Calendar Duties January



- Give board reminder calendar of meetings for the year
- Register school board members/superintendent for MSBA Annual Conference
- Register school board members/superintendent for NSBA Annual Conference

Sample Calendar Duties February




- Assist with Administrator renewals/contracts
- Assist with School Board Member Recognition Week Activities
- First Review of School Calendar

Sample Calendar Duties March




- New Board Member Oath Of Office – must be administered, recorded in minutes and filed (MS Code 25-1-1)
- Have New Board Members Complete Compensation Election Form (MS Code 37-6-13)
- Register New Board Members for Basic Course (MS Code 37-7-306)
- Remind Board Members to Complete Statement of Economic Interest due by May 1

Sample Calendar Duties March




- Update MSBA Membership database with new board member info
- Assist with Teacher renewals/contracts
- Approval of School Calendar
- Approval of Salary Schedules
- Administrator Teacher and Administrator of the Year Recognition
- Register for MSBA Legislative Update

Sample Calendar Duties April



- Assist with classified staff recommendations
- Assist with Parent of the Year recognition
- Ensure that Board Members are registered for the MSBA Legislative Update and School Law Review
- Check Board member continuing education hours for compliance with MS Code 37-7-306 and inform board members of their status
- Attend AABC Conference

Sample Calendar Duties May & June



May

- Assist Board Members with Graduation Exercises information
- Assist Board Members with District Retirement Reception

June

- Assist with public hearing on Budget
- Final Opportunity for Board Member training (Basic Course and Continuing Education)

Sample Calendar Duties July & August



July

- Assist with Approval of Budget by board

August

- Assist with Back to School as needed
- Provide board with MSBA Annual Training Calendar to allow them to plan the training they will attend

**Sample Calendar Duties
September & October**



September

- Arrange Photo Session for the Board and Superintendent
- Present board with drafts of policies to be revised

October

- Register Board Members for MSBA Fall Leadership Conference
- Update revised policies

**Sample Calendar Duties
November & December**



November

- After Board members have attended MSBA Fall Leadership Conference, file their certificate of attendance

December

- Register Newly Elected Board Members for Basic Course (MS Code 37-7-306)
- Assist the Board with Self Evaluation (Tool available @ msbaonline.org)
- Assist the Board with Board Attorney Evaluation Tool (Available from MSBA)



QUESTIONS?



**Mississippi School
Boards Association**

The mission of MSBA is to ensure
quality school board performance through:

- ★ *Advocacy*
- ★ *Leadership Training*
- ★ *Technical Assistance*
- ★ *Information Dissemination*

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