

## Job Description

**Title:** Secretary to Secondary Education and Educational Services

**Reports to:** Director of Secondary Education

**General Summary:** Assists in the efficient operation of the Office of Secondary Education and Educational Services by performing a wide variety of communication, clerical and record keeping, and general office duties with minimal direction and supervision.

### Essential Functions:

1. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with written and electronic communications to parents, students, staff, and public using tact, courtesy, and professionalism. (15%)
2. Prepares, duplicates, and distributes materials needed for curriculum, instruction, and program needs in cooperation with and support of the Educational Services Coordinators, MEP Curriculum & Instruction Facilitators, and District Interventionists (15%)
3. Prepares, duplicates, and distributes materials; registers students; and provides support for the coordinator of summer school programs. (15%)
4. Supports the District English Language Learner Program with electronic updates, transportation, filing, and communication coordination in collaboration with the coordinator. (10%)
5. Supports the Millard Public School High School Career Academy program with electronic updates, filing, and communication coordination in collaboration with the coordinator. (10%)
6. Prepares, duplicates, and distributes materials needed for completion of special projects. (10%)
7. Prepares, duplicates, and distributes materials and organize transportation needs related to the High Ability Learner Middle Level Seminars. (10%)
8. Prepares, duplicates, and distributes memos and other correspondence, including newsletters, booklets, and presentation graphics. (10%)
9. Participates in meetings as requested, reacts to change productively, and performs other duties as assigned. (5%)

**Length of Contract:** 12 month

**Salary:** Secretary Schedule

**Qualifications:**

- 1. Education Level: High School Diploma or equivalent
- 2. Certification or Licensure: Not applicable
- 3. Experience Desired: Previous secretarial experience required. Training in a school environment is desirable
- 4. Other Requirements:
  - \* Excellent oral and written communication skills including spelling, grammar, and punctuation usage.
  - \* Strong math skills to assist with accounting, budget and ordering processes, and utilization of spreadsheets.
  - \* Excellent computer skills including experience working with MS Office tools, E-mail, electronic calendars, and the Internet while having the desire and initiative to learn other programs. Ability to type at least 55 wpm.
  - \* Ability to establish and maintain cooperative working relationships with staff and other stakeholders.

**Special Requirements:**

|     |  | Occasional<br><u>1 - 32%</u> | Frequent<br><u>33 - 66%</u> | Constant<br><u>67% +</u> |
|-----|--|------------------------------|-----------------------------|--------------------------|
| 1.  | Standing                                   |                              | x                           |                          |
| 2.  | Walking                                    |                              | x                           |                          |
| 3.  | Sitting                                    |                              |                             | x                        |
| 4.  | Lifting 15-20 lb max.                      | x                            |                             |                          |
| 5.  | Carrying 50 feet                           | x                            |                             |                          |
| 6.  | Pushing / Pulling                          | x                            |                             |                          |
| 7.  | Climbing / Balancing                       | x                            |                             |                          |
| 8.  | Stooping / Kneeling / Crouching / Crawling | x                            |                             |                          |
| 9.  | Reaching / Handling                        |                              | x                           |                          |
| 10. | Speaking / Hearing                         |                              |                             | x                        |
| 11. | Seeing / depth perception / color          |                              |                             | x                        |

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_