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| TITLE: | Administrative Secretary for Educational Support |
| LEVEL: | IV |
| QUALIFICATIONS: | <ol style="list-style-type: none">1. High school graduate with business school training or business experience.2. Demonstrate typing and word processing skills on district test battery.3. Demonstrate competence for assigned responsibility and maintain confidentiality of student records and files.4. Thorough knowledge of office terminology, procedures, equipment, English, and bookkeeping.5. Demonstrate ability to maintain clerical records and prepare reports from such records.6. Ability to follow oral and written directions.7. Ability to get along well with others.8. Exercise good judgment, tact, and courtesy.9. Experience in PC operations, Microsoft Word & Excel knowledge preferred.10. Excellent communication skills.11. Such alternatives to the above qualifications as are determined to be appropriate and acceptable. |

REPORTS TO: Associate Superintendent of Schools and assigned Coordinator and/or Facilitator.

JOB GOAL: To assure the efficient and organized operation of the Associate Superintendent's office. To contribute to effective school/public relations by prompt and courteous handling of all inquiries and visitors.

ESSENTIAL FUNCTIONS:

1. Prepare correspondence, interoffice forms, requisitions, and other related materials for Associate Superintendent and assigned facilitators.
2. Distribute notices, memorandums, directives, and curriculum materials as requested.
3. Assist the Associate Superintendent in compiling data and submitting reports to meet established deadlines and schedules.
4. Prepare and maintain records of purchase requisitions for supplies, equipment, and conferences.
5. Maintain education division budget.
6. Prepare materials to be used at summer school, and other district staff development programs.
7. Maintain records for expenses and substitute days on conferences attended by elementary and secondary staff.
8. Maintain Individual Development Plans, records, and points; state and local inservice funds; minutes, agendas, surveys, reports, and other business of the Professional Development Council.
9. Execute the procedures for teacher certification and intent to advance on salary scale including processing of transcripts and inservice points.
10. Assist with teacher substitute system.
11. Assist assessment department staff.
12. Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Stooping: Bending body downward and forward by bending spine at the waist, requires full use of the lower extremities and back muscles.
2. Reaching: Extending hand(s) and arm(s) in any direction.
3. Walking: Moving about on foot to accomplish tasks, particularly for long distances.
4. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Requires the substantial use of the upper extremities and back muscles.
5. Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm as in handing.
6. Grasping: Applying pressure to an object with fingers and palm.
7. Talking: Expressing or exchanging ideas by means of the spoken word.
8. Hearing: Ability to receive detailed information through oral communication.
9. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
10. Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The worker sits most of the time.
11. Visual Acuity--Clerical: Work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal extensive reading, visual inspection operation of machines at distances close to the eyes.
12. The worker is not substantially exposed to adverse environmental conditions.

TERM OF EMPLOYMENT: Twelve (12) months

SALARY RANGE: CLASSIFICATION LEVEL F

EVALUATION: Performance of this job will be evaluated annually by the Associate Superintendent