

WINDBER AREA SCHOOL DISTRICT  
JOB DESCRIPTION

Department: Support

Standard Title: Special Programs Secretary

Primary Function:

Responsible for providing assistance to Director of Educational Services and the Special Services Coordinator.

Supervision Received:

The Special Programs Secretary is directly responsible to the assigned administrator(s) and/or his/her designee.

Direction Exercised:

All duties, functions and responsibilities assigned to the Office of Education fall under the jurisdiction of the assigned administrator(s) and some parts may be carried out through his/her secretary.

Essential Duties:

Office Procedures:

1. Demonstrate respect, fairness, and kindness in all interactions with pupils, parents and colleagues.
2. Be an effective team member of the office staff exercising confidentiality and expert human relation skills.
3. Follow directions and suggestions provided by the supervisor.
4. Complete tasks efficiently and accurately.
5. Communicate effectively with school personnel.
6. Demonstrate a positive attitude and initiative in meeting program needs: follow proper channels in making suggestions and initiating activities.
7. Treat all information and knowledge about any program, project, or individual in the school setting with strict confidentiality; use discretion in all communication regarding pupils and their families.
8. React promptly and appropriately in emergency situations.

9. Participate in scheduled staff development activities.
10. Demonstrate general reliability in attendance, punctuality, and task performance.
11. Obeying state laws and regulations as they apply to the performance of one's duties.
12. Comply with all policies and procedures established by the District and supervisors.
13. Be responsible for all secretarial duties during time periods when no other adult secretaries are on duty.
14. Other duties as assigned by the assigned administrator(s) to achieve the job goals.

#### Specific Performance Tasks:

1. Duplicate printed materials.
2. Perform clerical aspects of supervisors' planning activities.
3. Maintain an effective filing system.
4. Process and handle all clerical matters related to the ACCESS program.
5. Be responsible for all clerical matters for federal grants, including purchase orders, budget records, and handling of supplies.
6. Makes and receives telephone calls.
7. Convey verbal and written messages.
8. Enter data and submit information electronically.
9. Assist supervisors in collecting and sending out student reports.
10. Maintain proper budget management records.

#### Professional Growth

1. Attend staff meetings as required.
2. Serve on committees.

#### Secondary Duties:

1. To work with the administrator(s) in providing a program of continuous instructional delivery.
2. Keep informed of modern thought and practices through attending conferences, workshops and seminars; membership in professional organizations.
3. Attend and participate in district-sponsored in-service programs.
4. Performs duties with awareness of all LEA requirements and practices.
5. Perform duties as assigned by the Superintendent and/or his/her designee.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

## Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

## Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. High School Diploma
2. Acceptable references.
3. Proficiencies in (a) Typing, (b) Filing, (c) Operation of common office machines including computers.
4. Working knowledge of bookkeeping.
5. Knowledge of basic office practice and procedures.
6. The ability and willingness to be able to maintain confidentiality of classified information.
7. An ability to communicate effectively with employees and visitors.
8. Be able to lift at least 25 pounds.

## Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the collective bargaining agreement.

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