

CONFIDENTIAL SECRETARY (STUDENT SERVICES)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Performs a variety of technical and complex administrative duties in support of the Assistant Superintendent of Student Services. Plan, organize and perform support activities and operations of the assigned office while keeping the district in compliance with Federal and State requirements; provide information and assistance to students, staff and the general public.

ESSENTIAL JOB FUNCTIONS:

- Cooperates with other staff to accomplish the District's priorities and expectations.
- Performs administrative support to the Assistant Superintendent of Student Services using independent judgment and understanding of department functions, with a working knowledge of other departments.
- Performs a full range of secretarial duties including receiving and screening telephone calls; schedules appointments for Assistant Superintendent of Student Services; handling routine matters independently, providing information as appropriate and routing calls to others as needed.
- Receives, handles and stores confidential information pertaining to District and assigned department. Maintains confidentiality of private and sensitive information.
- Audits School Site Council/English Learner Advisory Committee meeting's paperwork for the district, in addition to state compliance items discussed with school's staff employees.
- Organizes and updates compliance files on the district's drive.
- Creates and submits special order requisitions for the department of Student Services and other schools at the direction of the Assistant Superintendent of Student Services.
- Communicates with outside companies regarding various district related needs.
- Develops, calculates and maintains statistical data toward the submission of the State and Federal reports, Consolidated Application and other required submissions.
- Assists in the completion of the district's Local Educational Agency Plan and Single Plan for Student Achievement/School Wide Plan/Local Control Accountability Plan.
- Directs and assists school administrators with the completion of the School Accountability Report Card; collects data from various departments in completing the report.
- Updates and files yearly compliance letters under the supervision of the District Compliance Teacher in connection with the Private Schools.
- Records and transcribes minutes for the District Advisory committee meetings; prepares packets and distributes meeting agendas and minutes; sets-up, cleaning and ordering of attendee lunches.
- Coordinates, recruits and schedules employees for the district wide Kindergarten Registration; Updates and prints annual kindergarten registration packets for all school sites and necessary needed paperwork; independently performs all duties relating to the completion of the registration process, including advertisement.
- Creates and/or updates the annual summer school application; organizes program applications; schedules students into the district's software summer school program; notifies parents of their child's acceptance/waiting list placement by letter.
- Records student enrollments in various after school and supplemental programs.
- Organizes, updates, and assists in the collection and upload of data into the state's Federal Program Monitoring system.
- Uploads files onto our district's website for compliance purposes and for advertisement relating to district related functions.
- Photocopies and stores Intervention folders and Home Language Surveys for supply to school sites.
- Reports employee absences through the district's management system.
- Maintains files for various student services programs and performs other related duties under the direction of the Assistant Superintendent of Student Services.
- Operates office equipment, including word processing and spreadsheet software programs.
- Provides information and answers questions for staff, outside agencies and the general public regarding student services programs available to students.

- Performs other duties as assigned that support the overall objective of the position.
- Performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Services and activities provided in a human resources program, especially assignments/mis-assignments based on credentials.
- Principles and procedures of data collection and report preparation.
- Basic mathematical principles.
- Word processing methods, techniques and programs, including spreadsheet and database operations.
- Principles and practices used in dealing with the public.
- Modern office procedures, methods and equipment, including computer equipment.
- Principles of lead supervision and training.
- English usage, spelling, vocabulary, grammar and punctuation.
- Pertinent codes, rules and regulations, including District policies and procedures pertaining to assigned functions.

SKILL AND ABILITY TO:

- Operate modern office equipment, including computer equipment.
- Type at 55 words per minute.
- Perform responsible and difficult human resources work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the District's Personnel Department as necessary to assume assigned responsibilities.
- Interpret and apply pertinent codes, rules and regulations, including District policies and procedures pertaining to assigned functions.
- Respond to requests and inquiries for information regarding personnel policies and procedures.
- Plan and organize work to meet schedules, timelines and deadlines.
- Work independently in the absence of supervision.
- Independently compose correspondence and memoranda.
- Handle multiple concurrent projects and manage priorities and tasks.
- Perform mathematical computations quickly and accurately.
- Maintain confidentiality of employee information.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

WORKING CONDITIONS:

- Office environment

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Four years of responsible administrative and clerical experience in human resources office, including experience with teaching credentials.
- Equivalent to completion of the twelfth grade supplemented by college level course work in business, human resources management or related area.

WORK YEAR:

260 days, less earned vacation and paid holidays

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board Approved: May 9, 2017