

# **UNION COUNTY PUBLIC SCHOOLS JOB DESCRIPTION**

**JOB TITLE:** Secretary – Director of AIG

**FLSA STATUS:** Non-Exempt

**SALARY LEVEL:** Office Support **PAY GRADE:** \_\_\_\_\_

## **GENERAL STATEMENT OF JOB**

To provide support to the Director and assist all team members by performing a broad variety of duties required for the smooth and efficient management of the office of the Director of AIG.

## **DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL JOB FUNCTIONS**

- Receives phone calls and visitors. Responds to parent and staff inquiries. Disseminates information on AIG program.
- Tracks and monitors AIG budget.
- Purchases all supplies and materials for the AIG program as requested and approved.
- Coordinates and processes various financial forms for payroll, conferences, workshops, travel, tuition reimbursement, etc.
- Prepares service contracts, collects and submits timesheets, prepares and submits mileage and expense reports.
- Maintains AIG files including inputting data into ESPED Database. Manages ESPED user access, archives paperwork, and researches issues. Participating in the reconfiguration/upgrade of ESPED forms and screens.
- PowerSchool reporting for AIG headcount and staffing projections.
- Coordinates and updates End of Year and Beginning of Year student rosters.
- Tracks AIG staff licensure.

- Maintains AIG website in School Wires. Includes proof reading and posting stories submitted by teachers, uploading forms and creating links.
- Builds Professional Development opportunities in NCEES. Helps participants register and report CEUs.
- Opens and processes mail each day.
- Sets up/coordinates AIG meetings, parent conferences, appeals and planning committees. Records minutes at meetings.
- Coordinates End-of-Year Checkout Process with all AIG teachers.
- Works with the AIG Summer Testing Team. Assists with parent calls, scheduling, inputting data, drafting letters, mailings, etc.
- HR duties including posting positions, viewing applications, and coordinating interviews.
- Attends webinars and serves as backup for AIG test scanning.
- Updates AIG communications including AIG Parents' Rights Handbook.
- Enters AIG Plan into APEX system.
- 21<sup>st</sup> Century Program Support.
- Other duties assigned by the Director

### **MINIMUM TRAINING AND EXPERIENCE**

1. High school diploma or equivalent.
2. Five years experience in secretarial functions or an equivalent combination of training and experience.
3. College degree preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to communicate effectively both orally and in writing.

Updated January 2017

Ability to reason, make judgments, and maintain effective working relationships with others.

Ability to utilize positive human relation skills with all staff.

Knowledge of office practices and procedures.

Ability to compile and summarize information.

Ability to resolve problem situations with sound judgment.

Ability to demonstrate proper telephone etiquette.

Ability to maintain confidentiality in matters relating to the school system.

Ability to exercise independent judgment and initiative in completing work assignments.

Knowledge of business letter writing and memos.

Ability to compose correspondences independently.

Ability to work in the absence of supervision.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.