

CONFIDENTIAL SECRETARY FOR STUDENT SERVICES

Purpose Statement

The job of Confidential Secretary for Student Services was established for the purpose/s of providing a variety of secretarial support to assigned administrator and department; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

Essential Functions

- Compiles data (e.g. work orders, budget reports, specialized reports, student and/or personnel records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, personnel to proctor all exit assessments, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Maintains a variety of manual and electronic documents files and records (e.g. work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains strictest confidentiality in all areas of responsibility for the purpose of conforming to District policies, procedures and relevant law.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that address school operations.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions

- Assists in maintaining inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; preparing and maintaining accurate records; analyzing; customer service; effective listening; interpersonal aptitude; and use of technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; vocational standards; codes/laws/rules/ regulations/policies; and english grammar/punctuation/ spelling/vocabulary.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; detail oriented; multi-tasking; organizing; prioritization; reliability; taking initiative; and teamwork.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency previous experience in special education is preferable

Required Testing

Pre-employment Physical Exam
Pre-employment TB Test

Certificates & Licenses

High School Diploma or Equivalent

Continuing Educ. / Training

Evaluation for Non-Union Support Staff

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

7/3/2013

Salary Grade