



Position Title: Summer School Program Secretary

Reports to: Summer School Director

Compensation: Hourly Rate

Schedule: 7:45 am – 3:00 pm Monday - Thursday (6/2/25 – 7/17/25; Holidays – 6/19/25, 7/3/25) - 25 Workdays

Position Overview: To provide clerical support to the director and staff of summer school program.

Qualifications:

- Proven Experience with clerical duties in a school setting.
- Strong communication skills in both English and Spanish
- Ability to write reports and general correspondence in English and Spanish.
- Strong organizational, time management and multi-tasking skills.

Duties:

- Manages parent communication from summer school office including phone and email correspondence.
- Organizes and maintains records related to summer school (i.e. student and staff attendance, requisitions, invoices, etc.)
- Assists in the preparation of correspondence and reports related to the summer school program.
- All other clerical tasks related to summer school as directed by the summer school administration.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, hear, (corrected or uncorrected), and sometimes, to sit.
- The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print.
- The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

Special instructions:

- Position is contingent on student participation & if there are not enough participants, the summer position can be suspended with no compensation.
- Student Hours: 8:00 A.M- 11:00 A.M
- Student Attendance Days 6/10/2025 - 7/17/2025