

# WARREN COUNTY PUBLIC SCHOOLS

<b>JOB TITLE:</b>	Secretary II - Student Data Specialist
<b>JOB CLASS CODE:</b>	8771
<b>CLASSIFIED/CERTIFIED:</b>	Classified
<b>REPORTS TO:</b>	Principal
<b>SALARY SCHEDULE:</b>	130
<b>FLSA STATUS:</b>	Non-Exempt

## REQUIRED QUALIFICATIONS

High school diploma or G.E.D. Certificate

## DESIRED QUALIFICATIONS

Infinite Campus knowledge/experience

Demonstrates knowledge of computer operations and functions

Has knowledge of basic record keeping techniques

Has experience in a diverse workplace

## SCOPE OF RESPONSIBILITIES

Performs a variety of responsible secretarial and clerical duties to assist a designated supervisor, including but not limited to Principal, Guidance Counselor or program supervisor; relieves supervisor of routine administrative details and general secretarial and clerical tasks

## PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs a variety of secretarial and clerical duties to assist a designated supervisor with routine administrative details and general clerical tasks; type, file and transcribe or compose letters, memoranda, documents, correspondence and bulletins as directed

Assists with office activities and communications related to assigned school or program activities; assure the compliance with District policies and time lines; take and relay messages and information

Types and prepares a variety of reports; maintain a variety of program, District, State records as required; requisition supplies, forms and maintenance work as needed, following established procedures

Greets visitors and answers phone calls; answers questions, provides information or directs individuals to appropriate department or District employee; opens, sorts and distributes mail and written communications

Schedules appointments and meetings with students, parents, teachers, vendors and the general public

Assists students with registration, orientation and student records; request records for new students and distributes records of withdrawn students to appropriate school

Performs research, computes and compiles information and prepares statistical reports

Prepares and maintains records, reports, files and lists related to students, personnel, budgets, student records and attendance, as required

Types from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data; proofreadS and edits materials

Coordinates and schedules and meetings; serves as receptionist and a contact and reference source for staff, students, parents and the public

Provides information over the phone or in personal contacts with parents, students or school personnel

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as appropriate; routes calls to appropriate personnel as necessary

Operates a variety of office machines, including a microcomputer or computer terminal, typewriter, copiers and calculator

Communicates effectively both orally and in writing

Performs advanced-level secretarial duties requiring independent judgment and analysis

Works independently with little direction

Performs other related duties as assigned

## PHYSICAL DEMANDS

The work is performed while sitting, standing or walking and requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

## TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy

## EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the Principal..

WCBOE 7/15/2024

I, \_\_\_\_\_, have read and understand the terms  
(name of employee) set forth in this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date