

Job Title: Administrative Secretary, Elementary Education
Department: Elementary Education
Reports To: Assistant Superintendent, Elementary Education
FLSA Status: Non Exempt
Salary Schedule: SC lane 10



SUMMARY

The Administrative Secretary performs administrative secretarial duties for the Assistant Superintendent Elementary Education at the District Office by performing the duties listed below and works closely with school administrators at the elementary level.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides primary administrative and secretarial support work to Assistant Superintendent of Elementary Education.

Assists Superintendent with testing programs. Maintains records, reports, and other material essential to program.

Collects and maintains applicable records and attendance data. Provides secretarial support for expulsion, attendance, and open enrollment hearings. Communicates with parents and administrators.

Answers telephone to provide information, take messages, or transfer calls. Answers and screens administrator's telephone calls, and arranges conference calls.

Screens incoming calls and correspondence and responds independently when possible. Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered.

Greets scheduled visitors.

Takes minutes, disseminates information, and provides resources for administrative meetings with elementary principals and other meetings as assigned.

Works with elementary administrators to place unpaid student teachers from colleges and universities.

Organizes and maintains file system, and files correspondence and other records.

Updates computer data files with a wide variety of student information.

Acts as custodian of documents and records. Creates and maintains database and spreadsheet files.

Makes copies of correspondence or other printed materials. Prepares outgoing mail and correspondence, including email and faxes.

Compiles and files student grade and attendance reports and other school records.

Estimates and plans budget requirements and reports. Maintains information needed for budget purposes.

Assists Assistant Superintendent with applicable school, community, state level, and other activities.

Obtains student information by calling other schools, professional agencies, and parents.

Maintains applicable calendars.

Assists Administrator with by monitoring expenditures, and tracking applicable program funds.

Assists the preparation of reports for federal, state, and local regulatory agencies to include enrollment reports and projections.

Contracts with agencies for needed services.

Monitors activities related to district student attendance, discipline, expulsion, and safe school programs.

Assists administrators and related service personnel within the District in providing information to elementary school principals.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledge of and the ability to work with various technology tools/software and various devices. Displays understanding of district financial systems and payroll systems.

Ability to keep complex records, assemble and organize data, and prepare reports from such records; to compose memoranda and letters from general instructions; to carry out assignments on own initiative; to handle confidential and controversial matters with judgment and tact; and to perform complex word processing, and data entry/extraction.

Knowledge of WCSD policy and policy language to include editing of revisions.

Displays understanding of the duties of departments that work under the Assistant Superintendent.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals,

professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two year related secretarial experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 accommodations 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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Approved By: Executive Director, Human Resources			Date: 01/23/2006
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 04/20/2010
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	