

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



SUMMARY

Assists the Assistant Superintendent/Secondary Education in organizing and coordinating programs, meetings and academic excellence in the intermediate, middle, high, Adult Education, Online and Millcreek High alternative schools in the Washington County School District. Works closely with school administrators at the secondary 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 Secondary Education.

Maintains calendars for secondary education schedules such as AB schedules, midterm dates, last week of school New Student Registration, and departmental resources.

Assists in the budgeting of the Secondary Budget and managing funds.

Prepares accreditation invoices and works with USBE/AdvancEd on timelines for accreditation visits.

Organizes and prepares Advanced Placement data, invoices, and stipends.

Organizes and fulfills purchasing requirements using spreadsheets and district software applications.

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

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

Provides resources and support to alternative education programs.

Provides secretarial support to departments at the secondary level to include ELL, Indian Education, Family Center and Migrant Programs.

Understands and utilizes the district student information system.

Prepares and organizes enrollment data.

Prepares and organizes Open Enrollment Option Law.

Acts as the custodian of student education transcripts.

Acts as the coordinator/liaison of graduation exercises between Dixie State University and WCSD.

Organizes and oversees the district Sterling Scholar Program.

Fulfills assignments as a Southwest Region Sterling Scholar Board Member.

Works closely with school Sterling Scholar Coordinators and the WCSD Foundation.

Screens incoming calls and correspondence and responds independently when possible, while demonstrating acceptable phone etiquette, good grammar, spelling, proofing, and other language skills.

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.

Displays understanding of high school graduation requirements, credit and course offerings. Knowledge of fee waivers and applicable laws, providing resources and information to schools.

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.

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| Prepared By: Assistant Superintendent, Secondary Education | | Date: 08/13/2001 |
| Approved By: Executive Director, Human Resources | | Date: 08/14/2001 |
| <input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised | By: HR Position Management Specialist | Date: 10/26/2016 |
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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.

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| Print Name: | Date: |
| Employee Signature: | |