

**Job Title:** Administrative Secretary, Student Services  
**Department:** Student Services  
**Reports To:** Director of Student Services  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 10



### **SUMMARY**

Under the direction of the Director of Student Services, performs varied and highly responsible, often confidential, administrative assistant duties. Also provides administrative support to the WCSD At-Risk Student Coordinator, Prevention & Intervention Coordinator, and Student Advocacy & Safety Coordinator. This position requires management of administrative detail, coordinating work flow, keeping projects on schedule, strong technology skills, working with support professionals and the public, and demonstrating the ability to act independently and logically in accordance with district regulations and established policies. Strong interpersonal skills are required as well as a continued willingness to learn, problem solve, and perform with confidentiality to assure discreet handling of all business.

**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.*

Answers and screens department Director's calls and responds independently when possible. Maintains a professional manner regarding public relations and sensitive, confidential issues.

Provides administrative assistance to the Director of Student Services and other staff as designated, including preparing training, coordinating, and scheduling presentations.

Communicates daily District Office and WCSD school personnel, parents and general public regarding a variety of inquiries, including those involving complaints. Provides information and follows up with the Director.

Composes, transcribes, and/or creates from rough draft numerous forms, routine correspondence, brochures, memorandums, revised policy, procedures, guidelines, administrative letters, and other materials.

Responsible for entering the content, updating, and maintaining the WCSD Student Services Department webpage, including in depth resources on general topics (such as compulsory education (attendance), enrollment, equity, health, safety, behavioral supports, student injury, and student insurance, etc).

Maintains databases and contact information for specific staff (such as current membership of various committees, school representatives (including 504, Title VI, and Title IX school representatives), School Resource Officers, School Nurses and Health Assistants, designated school injury reporters, etc).

Maintains applicable calendars. Arranges meetings (such as Youth-in-Custody Staffing, District Safety and School Guardian Program, Health Services (Nurses), and other relevant departmental meetings), which may include preparing agendas, scheduling and notifying participants, reserving & preparing facilities, setup & navigation of technology, recording, transcribing, dissemination the proceedings, and following up as needed.

Participates in the WCSD Business Department training. Assists in maintaining and tracking budgets & expenditures, including Student Services Program Funds and Health Service Funds, and other budgetary programs as assigned. Provides and reviews monthly budgetary reports generated by the WCSD fiscal program with Director and/or designated staff.

Provides a variety of secretarial services to all school nurses and health assistants, including timekeeping reminders & assistance, purchasing, managing inventory & distribution of equipment & supplies, processing mileage & phone reimbursements, setting up computer and program access, and tracking CPR certifications.

Arranges, coordinates, and monitors travel requests schedules and reservations.

Provides needed data for staffing, including planning for students who require high acuity care. Coordinates, develops, and maintains current contracts with agencies for students who require a 1:1 nurse. Assists in corresponding with the WCSD Human Resources Department regarding approved positions and the hiring process as needed.

Ensures that FERPA requirements are adhered to in maintaining current knowledge, providing current forms, responding to time sensitive requests for information, student records, subpoenas, and inquiries from a variety of public agencies (Child Protective Services (CPS), Division of Child and Family Services (DCFS), Southwest Public Health Department, Workforce Services, State Risk Management/Utah Student Injury Reporting) as well as the judicial system, WCSD personnel, parent(s)/guardian(s) and emancipated and/or eligible students.

Notifies school administrators of adjudicated youth in accordance with current Utah Code.

Assists in coordinating meetings as needed regarding students who are in violation of compulsory education or have committed a safe school violation and are in need of a risk-assessment, an investigation, court intervention, and/or additional support.

Responsible for ensuring that State and District requirements are adhered to for enrollment (i.e. child custody issues, correctly obtaining district residency, corresponding/scheduling with all parties/agencies involved, Youth-in-Custody Staffings, issuing home school/dual enrollment exemptions and providing annual notification to parents/guardians, processing acceleration/retention forms/data, and facilitating the enrollment of J-1 visa foreign students).

Provides training to WCSD secretaries on proper enrollment procedures, current immunization requirements and birth certification verification. Provides on-going support for schools regarding enrollment issues. Must be proficient in instructing and demonstrating how to complete processes, as well as coordinate with assigned technology personnel in ensuring that instruction regarding entering and utilizing information/data on PowerSchool is done consistently and correctly.

Queries the Student Information System (PowerSchool), coordinates with various departments and schools in sorting, gathering, preparing, inputting, completing, and submitting state and federal reports (such as Civil Rights Data Collection (CRDC), Utah Statewide Information System (USIIS) for Immunization, and Student Injury Reporting System) as required for compliance and/or direct impacts on district funding.

### **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.*

Advanced technological skills and proficiency with such programs as Google Docs and Microsoft Office Programs are required with aptitude in desktop publishing for creative layout and design.

Knowledge and/or the willingness to learn the District's fiscal software, student information software, and web design is essential.

Must have knowledge of Americans with Disabilities (ADA), Family Education Rights and Privacy Act (FERPA), Government Records Access and Management Act (GRAAMA), Utah Statewide Immunization and Information System (USIIS), and Civil Rights Data Collection (CRDC).

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

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 or equivalent and two years related 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 sit; use hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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: <b>Director of Student Services</b>		Date: <b>04/29/2015</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>04/29/2015</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Director of Student Services</b>	Date: <b>01/04/2023</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>	Date: <b>06/25/2025</b>

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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.*

Print Name:	Date:
Employee Signature:	