

TRACY PUBLIC SCHOOLS JOB DESCRIPTION

POSITION TITLE: Secretary to the Director of Curriculum and Student Services

DEPARTMENT: Educational Services

POSITION SUMMARY: Under general supervision, to serve as secretary to the Director of Curriculum and Student Services, to perform complex and responsible clerical work; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Types letters and memos.
2. Receives telephone calls and answers questions concerning curriculum, student service activities, policies and programs.
3. Directs the work of one (1) clerk typist.
4. Prepares documents, reports and surveys, does research and maintains records.
5. Sets up reinstatement hearings and expulsion pre-hearing/hearings and takes minutes at same, follows up with letters to parents and does Finding of Facts for the board.
6. Provides weekly enrollment count, statistics, and projections.
7. Places children in the appropriate school.
8. Processes all intra/inter district agreements, work related transfers, transfer of residency agreements, caregivers affidavits, and foreign exchange (I 20 forms) agreements.
9. Maintains budgets and orders supplies.
10. Oversees the development of class lists and registration of elementary students during the summer months.
11. Independently answers inquiries and supplies information on a wide range of technical and program matters for administrators, teachers, staff and the public and serves as liaison to schools.
12. Maintains CPS, sexual harassment, gang incident and crime report files.
13. Prepares agendas, types minutes, and attends meetings.
14. Distributes information to housing developers in Tracy regarding Tracy Public Schools.
15. Develops, prepares and distributes special forms as needed.

EDUCATION: High School diploma or equivalent.

SKILLS AND QUALIFICATIONS: Types at a speed of 60 words per minute. Ability to operate a computer and a variety of software and a variety of office equipment. Ability to communicate effectively, orally and in writing; strong interpersonal skills; make independent decisions and accurately interpret laws and practices.

EXPERIENCE: Two years of business courses or two years of responsible clerical work, preferably in education.

Adopted:

H.S. Board 01/24/95

Elem Board 01/10/95