

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE - SECRETARY TO THE ASSISTANT SUPERINTENDENT**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of five years of secretarial experience or advanced clerical coursework.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Ability to operate a computer and related software with competence, including working knowledge of Word, Excel, FileMaker Pro, Quark, PowerSchool, eGrants, and other current publication/date software packages.

Exhibits superior level of ability in organizational skills, transcribing, composing, and typing with considerable accuracy from written or dictated materials.

DUTIES AND RESPONSIBILITIES

Be responsible to the Assistant Superintendent for the completion of all appropriately assigned duties with accuracy, professionalism and confidentiality.

Prepare correspondence for Assistant Superintendent, Special Education Supervisor, and Transportation Coordinator.

Prepare District employee identification badges, maintaining supplies and equipment.

Update Board policies and procedures, planned courses, and Emergency Operations Plan, as needed.

Responsible for receipt and distribution of PSSA testing materials, as well as coordinating the return of materials and recordkeeping of disadvantaged students.

Prepare and distribute CIA agendas and minutes, as well as schedule meeting facilities.

Update Federal Programs and ESL files as needed.

Obtain sample textbooks as needed.

Prepare budget request forms.

Disseminate teacher observation reports.

Order materials and maintain supplies for office use, front office laser printer, conference room.

Prepare and track all NOREP's and NORA's for special education and gifted students.

Prepare and track all evaluation and re-evaluation information for special education and gifted students.

Responsible for accuracy of special education class lists, Penn Data information, and District tracking log.

Responsible for files of special education students, homeschool students, school psychologist and speech/language teachers.

Prepare procedure booklets for special needs and gifted students.

Secure necessary books and materials for homeschool students.

Responsible for tracking enrollment of students in charter schools.

Responsible for tracking of homeschool affidavits and approved materials.

Prepare required reports for homeschool, private school, and parochial school students.

Provide required information to homeschool students as directed.

Prepare listings of children and mailing labels for Little Steps publications.

Provide coverage in the absence of the Administrative Assistant to the Superintendent or the District Receptionist, as needed.

Discharge all other duties properly assigned by the Assistant Superintendent.

#### EVALUATION

Evaluation will be conducted annually in the areas of skill preparation, job performance, and interpersonal skills.

Observations and evaluations shall be the responsibility of the Assistant Superintendent.