

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – ELEMENTARY PSYCHOLOGIST AND TESTING SECRETARY

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of three years of secretarial experience.

SKILLS PREPARATION

Experiential knowledge of office procedures and practices.

Proficiency in computer operation and competence with related software.

Ability to exhibit competence in transcribing and typing with considerable accuracy from written or dictated materials.

Strong interpersonal skills, as well as strong written and verbal communication skills.

DUTIES AND RESPONSIBILITIES

Be responsible to the Elementary Coordinator for the completion of all appropriately assigned duties.

Handle all information with professionalism, discretion, and confidentiality.

Perform secretarial/clerical work efficiently and accurately and assure proper maintenance and operation of all office equipment.

Act as a goodwill representative for the District through positive interactions with students, staff, parents, and the public.

Type, duplicate, and disseminate correspondence and materials as directed by the Elementary Psychologist and/or Elementary Coordinator.

Order, compile, disseminate, collect, and perform all duties related to standardized testing for the Elementary Psychologist..

Answer incoming phone calls and follow up, as necessary, in an expedient manner.

Organize and maintain an orderly filing system of student records, forms, and miscellaneous files for the Elementary Division.

Order and maintain clerical and office supplies for the assigned department through appropriate sources.

Assist with health room coverage and student injuries and/or health emergencies as needed.

Provide office coverage and perform clerical duties as needed throughout the Elementary Division.

Perform clerical duties for the Elementary Reading Coordinator.

Prepare and disseminate all materials related to Elementary Division summer programs.

Discharge all other assignments properly delegated by the Elementary Coordinator.

EVALUATION

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