

NAME:

TITLE: Administrative Services Secretary

- QUALIFICATIONS:**
1. High School Diploma.
 2. Ability to communicate effectively with a variety of people under pressure.
 3. Ability to type at a rate of 60 wpm.
 4. Working knowledge of computers and software.
 5. Experience equivalent to four years at the secretarial level.
 6. Certificate of good health
 7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools and/or School Improvement Specialist

JOB GOAL: To contribute to school/public relations; and to the efficient operation of the administrative office's so that it can play its effective part in the education process.

TERMS OF EMPLOYMENT: Twelve month year. Days and hours to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

PERFORMANCE RESPONSIBILITIES:

<i>Meets</i>	<i>Needs</i>
<u>Expectations</u>	<u>Emphasis</u>

Performance Responsibilities - Administrative Services Secretary

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Obtains, gathers, files and organizes pertinent data as needed, puts it into usable form, and prepares appropriate response if necessary. |
| _____ | _____ | 2. Records receipts of revenue for all funds as required for audit practices. |
| _____ | _____ | 3. Answers office telephone and responds appropriately to requests for information; takes messages for staff members and pages appropriate personnel. |
| _____ | _____ | 4. Types and files all correspondence as assigned by administrative team. |
| _____ | _____ | 5. Assists with the U.S. Mail as needed. |
| _____ | _____ | 6. Maintains an up-to-date application file of prospective candidates for all teaching, administrative and non-certified positions. |
| _____ | _____ | 7. Handles and assists correspondence for applicants hired. |
| _____ | _____ | 8. Assists with typing of federal project applications and summer curricular projects. Maintains inventory of all district curriculum. |
| _____ | _____ | 9. Maintains an up-to-date, cumulative record of all employee absences – professional leave, illness, excused leave, unexcused leave, jury duty, etc. |
| _____ | _____ | 10. Assists with surveys and reports as requested. |
| _____ | _____ | 11. Maintains a regular filing system and processes incoming correspondence as instructed. |

*Meets
Expectations*

*Needs
Emphasis*

Performance Responsibilities - Curriculum Coordinator Secretary

- 12. Provides secretarial and administrative support.
- 13. Assists in preparation of district brochures.
- 14. Compiles and assembles data for administrative review and action.
- 15. Prepares correspondence from draft copy, dictation and direct instruction.
- 16. Classifies, sorts, and files correspondence or other data and prepares appropriate response, if necessary.

Performance Responsibilities - Special Education Director's Secretary

- 17. Coordinates a monthly roster of special education students that are being served by LC and those contracted out to other programs and/or districts.
- 18. Assists AEA Regional Director in special education certified count.
- 19. Assists Superintendent and/or designee with the Certified Annual Report.
- 20. Provides contracts for non-resident special education students.
- 21. Assists with billing statements for non-resident special education students.
- 22. Assists special education students' with transportation accommodations.
- 23. Monitors and updates the special education files of in-active students.
- 24. Assists in other central office functions as needed.
- 25. Performs such other tasks and assumes such other responsibilities that may from time to time be assigned by the Superintendent and/or School Improvement Specialist.
- 26. Processes applications for substitute teachers, nurses, secretaries and associates.
- 27. Maintains an accurate list of all district substitutes which will include their specific certification(s), addresses, and phone numbers.
- 28. Compiles a list of preferred substitutes for each attendance center as requested by each building administrator.
- 29. Prepares payroll reports for substitute teachers and teacher absences.
- 30. Provides secretarial and administrative support requiring independent judgement.
- 31. Assists with data entry for new employees and makes up new personnel files.
- 32. Types contracts for all employees each year and for all new employees as hired.
- 33. Types revisions for all master contracts after settlements have been made and ensures that the master agreements are in the computer system.
- 34. Maintains all employee's personnel files.

Meets
Expectations

Needs
Emphasis

35. Supervises completion of BEDS document.

36. Compiles and assembles data for administrative review and action.

37. Maintains individual and departmental calendars; arranges meetings, appointments, and travel arrangements.

38. Prepares correspondence from draft copy, dictation and direct instruction.

39. Classifies, sorts, and files correspondence or other data and prepares appropriate response, if necessary.

Attendance

Punctuality

Dependability

Relationship with Other Personnel

Relationship with Students/Public

Quality of Work

Cooperation

Work Habits (Neatness, Speed, Etc.)

School Ethics (Confidentiality, Loyalty)

Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

3. _____

I believe that the following areas need improvement:

1. _____

2. _____

3. _____

I have read this evaluation and have had a conference with the evaluator. Yes No

I agree with the evaluator. Yes No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____