



VOLUSIA COUNTY SCHOOLS

Position Description

ADMINISTRATIVE SECRETARY

(EXCEPTIONAL STUDENT EDUCATION AND STUDENT SERVICES)

REQUIRED QUALIFICATIONS

- High School diploma, G.E.D. or equivalent with five (5) years experience in an executive level support position in a public school system
- Training or background indicating a thorough knowledge of personnel, office, and financial/budget management

REQUIRED SKILLS

- Computer literacy
- Ability to coordinate a diverse range of assignments and carry out such assignments without supervision
- Ability to deal with members of the public, administrative staff, teachers and other employees of the school board concerning all facets of the organizational structure and functions
- Ability to effectively communicate both orally and in written form
- Demonstrated ability to function as a member of a leadership team
- Demonstrated ability to work harmoniously and cooperatively with professional staff, school community and community leaders
- Demonstrated ability in planning, organization, task completion and decision-making
- Ability to attend to detail and follow through to completion

REPORTS TO Director, Exceptional Student Education (ESE) and Student Services

SUPERVISES Support staff as designated

POSITION GOAL

To provide professional office and support services to the Director of Exceptional Student Education and Student Services of Volusia County Schools

PERFORMANCE RESPONSIBILITIES

1. *Serve as a liaison between the ESE Director and other district staff, School Board Members and outside constituents.
2. *Responsible for the general supervision and management of the office of the ESE Director.
3. *Coordinate the ESE Director's calendar.
4. Coordinate all district travel arrangements and out-of-district schedules for the ESE Director.
5. *Compose correspondence and responses for signature of the ESE Director.
6. Coordinate special projects for the ESE Director.
7. Serve as resource person to administrative and office staff of the division regarding matters of public concern.
8. Participate in ESE Director's staff meetings and represent the ESE Director as assigned.
9. *Research and prepare special projects for review and use by the ESE Director for in- and out-of-district use.
10. Ensure that all matters of business have been handled and brought to closure by staff in a timely manner.
11. *Serve on various special committees to further the efficiency of the operation of the school district as assigned.
12. *Participate in the development of the ESE Director's office budget.
13. *When applicable, update and maintain the Department's web page.
14. Perform other related duties as assigned by the ESE Director.

*Denotes essential job function/ADA

POSITION DATA

BOARD APPROVAL	TERMS OF EMPLOYMENT	SALARY	POSITION CODES	ADA CODES	FLSA STATUS	DOC
10/14/97 2/9/99 8/8/00	Months: 12 Days: 250 Hours: 8.0 Tenure: No	District Schedule Level: 03	Bargaining Unit: 2 Title: 22134 DOE: 63090 EEO-5 Line: 051	2- Light Work 3- A-C, F-G, L, P T-V 4-Indoors	Non-Exempt	Instr. Srv. ESE/SS

INCUMBENT:

RK 4/24/2000, RK6/26/2000, 7/8/05, 3/30/06,
1/23/08, 9/11/08, 4/6/15, 5/10/16, 11/17/17

Signature: _____
Date: _____