

**Classified Personnel
Job Description**

POSITION TITLE: Secretary - Director of Pupil Personnel

QUALIFICATIONS: Shall have the ability to communicate with the public and staff.
Shall have working knowledge of office machines and shall demonstrate practical application of computer skills.
Shall communicate effectively both orally and in writing.
Shall have a high school diploma or GED.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, light lifting, stoop, any and all body movements as related to the job description.

RESPONSIBLE TO: Director of Pupil Personnel

GENERAL DUTIES: Shall provide secretarial assistance to the Director of Pupil Personnel.
Shall determine appropriate action within clearly defined guidelines.
Shall present a positive image of the school/district to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
Shall work to develop a positive public relationship between the school district and the community.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the district administrators, principals and staff.
Shall maintain the confidentiality, both verbally and in written form, of each student's educational records.
Shall strive to maintain and improve professional competence.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall complete and maintain files as directed by the DPP.
Shall interview callers, exercising considerable judgment and applying experience in making decisions.
Shall type a wide variety of materials such as correspondence, reports, contracts, forms and other documents.
Shall assist in preparing monthly statistical and enrollment reports for administrators.
Shall assist in preparing reports mandated by the state department.
Shall maintain other records as required by policy, regulations or law.
Shall exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the DPP in personal and telephone contacts and meetings.
Shall research records and obtain information from other offices and agencies as necessary to perform assigned duties.
Shall compose effective correspondence independently.
Shall prepare reports involving research as directed by the DPP.
Shall perform other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 220 days

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Updated: 8/23/2021