TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Secretary-Student Services **CLASSIFICATION: Classified**
DEPARTMENT: Student Services

DESCRIPTION OF POSITION

Under general supervision of Student Services Administration, coordinates the daily operations and activities of the assignment; performs a variety of administrative, secretarial, fiscal, and office support duties of considerable complexity requiring thorough knowledge of the District or assigned school, its procedures, and operational details along with knowledge of student legal procedures, codes and protocols;
prepares regular and specialized reports, records, and files; interacts with and coordinates communication among students, staff, faculty, administrators, and parents on a wide variety of issues.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial staff. Exercises no supervision.

CLASS CHARACTERISTICS

This classification is responsible for performing a variety of complex and technical administrative, secretarial, and office support duties, including coordinating daily office operations and activities, overseeing and coordinating maintenance of student records, researching, compiling, and organizing information from various sources, assisting in monitoring budget, and/or assisting in projects and programs. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This classification is distinct from school site secretarial classifications in that employees at this level oversee operations at all school sites.

REPRESENTATIVE DUTIES

- Processes Inter-District Attendance Agreement Requests (IDA), to include: communication of process via phone, e-mail and update all application website pages regularly. Reviewing requests for accuracy; communication of decisions to schools and families; input and tracking in Aeries database& excel spreadsheet.
- Processes Intra district Open Enrollment Requests, to include: communication of process via phone, e-mail and website; reviewing requests for accuracy; communication of decisions to schools and families; input and tracking and tagging in Aeries database & excel spreadsheet and update all application website pages regularly
- Processes Affidavits of Residence forms, to include: communication of process via phone, e-mail and website; reviewing requests for accuracy; communication of decisions to schools and families; and tracking and tagging in Aeries database and update all application website pages regularly.
- Processes Caregiver forms, to include: communication of process via phone, e-mail and website; reviewing requests for accuracy; communication of decisions to schools and families; and tracking and tagging in Aeries database and update all application website pages regularly.
- Coordinates District SARB Meetings, to include: reservation and publication of meeting locations; preparation

and dissemination of SARB agendas; notification of parents and panel; processing of subpoena when necessary; and input of SARB contracts/reviews into student information system.

- Maintains student attendance records; issues truancy letters; schedules and collects documentation for Student Attendance Review Board (SARB) meetings; answers parent questions regarding student attendance I SARB referral and appeals.
- Coordinates District Administrative Hearings, to include: reservation of meeting locations; preparation of required documents; and input of results into student information system.
- Serves as administrative support for assigned staff; represents school administrators and staff in providing information on District and school policies and procedures; serves as liaison between assigned staff and students, parents, outside agencies, and the community on a wide variety of school issues.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to assigned area; prepares and assembles reports, Student Services district web page, articles, announcements, calendars and other informational materials.
- Schedules meetings, conferences, appointments using OMS & FMX schedule system and arranges for necessary set-up and materials to be available.
- Coordinates and organizes the activities of the assignment; answers, screens, and routes telephone calls; takes and distributes messages; greets and directs visitors to the appropriate office, school or staff member; continuously interacts with students, parents, faculty, and administrators to answer questions, resolve problems, and provide information; responds to questions and complaints and refers questions and complaints to appropriate staff and acts as a liaison to other District offices.
- Composes, types, edits, and proofreads a variety of documents, including, but not limited to letters, forms, memos, bulletins, newsletters, administrative, statistical, financial, and correspondence.
- Ensures accurate and timely dissemination of communications such as newsletters, announcements, memos, bulletins, letters and other correspondence, requests, emails, and website updates.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of forms, records, and files.
- Assists with budget planning processes; tracks and maintains all budgets and performs various financial record keeping, reconciliation, and accounting support activities, including monitoring expenditures, travel / conference expense, assigning budget codes, processing accounts payable and receivable, and processing budget transfers.
- Prepares and submits purchase requisitions; researches and obtains vendor quotes; receives, inventories, and distributes supplies, equipment, forms, and materials; reviews and codes invoices for payment.
- Coordinates and participates in the preparation and maintenance of records, including financial, administrative, regulatory, attendance, discipline, and community service; ensures accuracy and proper maintenance of records and files manually and in computerized information systems; reviews a variety of records, reports, and other documents for completeness and accuracy and resolves discrepancies as required.
- Reviews and verifies student information; generates computerized reports regarding student information.
- Processes student records requests and transcript requests; sends information to requesting school, district, or agency in a timely and efficient manner; requests student cumulative records, transcripts, test scores, and other student information as needed.
- Processes Board Agenda items (expulsions, readmits), to include: communication with school and District administration; preparation of required documents; input of information into agenda program; and tracking in Aeries database.
- Processes Field Trip requests for district approval, communicate with school site.
- Process District Nurse requests for supplies, travel / conference & mileage reimbursement. Process Social Worker request for supplies, travel/ conference & mileage reimbursement. Monitors and ensures proper

working order of office equipment; prepares and follows up on work orders for school equipment and facilities; submits work order requests for district building and information technology maintenance issues
- Occasionally processes and maintains certificated and classified staff timesheets for submission to business department.

EDUCATION AND CREDENTIALS

Minimum Qualifications:

- Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
- High School graduation or equivalent. Two (2) years in a school office desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Requires Knowledge of:

- District office administrative practices, procedures, and terminology.
- Terminology and practices of basic financial, accounting, and budget document processing and record keeping, including accounts receivable and accounts payable.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business mathematics and basic statistical techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the parents, students, District and School staff.

Requires Ability to:

- Perform responsible administrative, secretarial, and financial and accounting support work with accuracy, speed, and general supervision.
- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the school and District as necessary to assume assigned responsibilities.
- Interpret, apply, and explain administrative and school policies and procedures. Respond to and effectively prioritize multiple phone calls and other requests for service. Compose correspondence and reports independently or from brief instructions.
- Participate in the preparation of assigned budget, including monitoring budget expenditures and revenues.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Establish and maintain a variety of filing, record keeping, and tracking systems. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications

programs.
- Use English effectively to communicate in person, over the telephone, and in writing. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicatein person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.