



# SECRETARY

## SECRETARY I STUDENT INFORMATION SERVICES

### JOB DESCRIPTION

**JOB TITLE:** Secretary I (a) Student Information Services  
**REPORTS TO:** Coordinator of Student Information Services  
**LOCATION:** Education Support Services

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** CLS-07  
**DAYS:** 215  
**JOB ID & DATE:** CLS-21, June 2023

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### JOB PURPOSE SUMMARY

Provides administrative support to the department assigned with a strong emphasis on both internal and external communication. Work as part of a team with all office staff and administrators to provide department specific support. The work performed by the individual in this job is confidential.

### REQUIREMENTS

#### Education Level Details

High School Diploma or GED  
Associate's Degree preferred

#### License / Certification Required

Notary or ability to secure Notary within 30 days.

#### Work Experience Required

Minimum of 3 years experience with progressive advanced level secretary

#### Other Skills and Abilities Required

Demonstrated broad knowledge of major educational business office administrative support secretarial functions, modern office terminology, procedures, and equipment

Demonstrated comprehensive knowledge of the organization and functions of the school system

Ability to manage clerical and administrative support activities of a large school division, and to guide and support activities and staff

Strong communication skills, both orally and in writing

Ability to interact with top level officials and all staff with tact, courtesy and diplomacy

Ability to follow complex oral and written instructions

Ability to maintain a high level of confidentiality concerning district, personnel, customer and vendor information

Bilingual preferred

## KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

### General

- Answers phone, schedules appointments, and provides information regarding office district policies and procedures.
- Screens, responds to, and/or distributes mail as appropriate.
- Receives phone calls and walk-in visitors.
- Schedules appointments and meetings to maintain supervisors' and department calendars.
- Attends meetings to provide or obtain information.
- Obtains, compiles, organizes, and prepares information and data for various reports, meetings/board agendas, ensuring information packages are complete and meet guidelines for submission.
- Coordinates special administrative projects as assigned to include assigning work, providing project information, giving guidance in support of project objectives, and prepares final report.
- May act as lead to other staff ensuring smooth workflow, coverage of a position in the absence of an employee, and assists in interpreting policies, procedures, and processes and clarifies as appropriate.
- Reviews expense reports for completeness/submits for reimbursement.
- Performs other duties as may be required that fall within the general scope of the position's responsibilities.

### Student Registration

- Establishes and maintains student records, cumulative record files, and other secondary student information in an automated and/or manual record keeping system
- Reviews, updates, and distributes student records for transfer and storage.
- Transfers, receives, and reviews, preliminary evaluation of transcripts for enrolling students

### Truancy

- Coordinates with attendance liaisons, principals, and district leadership to schedule and attend all TAP, Pre-Court and Court hearings.
- Provides attendance support including training to campus level attendance clerks.
- Assists the District Registrar and Support Specialist for Attendance and Truancy with the October count process.
- Notarizes all affidavits for court.
- Reviews TAP requests before submission and scheduling.
- Assists in regular campus attendance audits and End of Year reporting.

#### Technical Support

- Respond to requests for assistance in the use of the IC system.
- Provide IC support to parents and families
- Serve as first-level forward facing support for IC questions from parents, guardians and others with a need to engage in the registration process.

#### Records

- Purges inactive cumulative folders district wide and prepares for imaging at the end of each school year.
- Files and stores permanent student record files using a data storage and retrieval system which may include a variety of alphabetical, numerical, and other confidential files.
- Updates files for all student re-entries.

#### Community Engagement

- Be available for short-notice deployment to any school that may need additional personnel, and be available to support district activities such as Registrations Events, Resource Fair, Parent-Teacher Conferences, etc.

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

None

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event. The employee may be required to work evenings and weekends during enrollment / registration periods and attend events where community members are in attendance.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_