

JOB TITLE: BEFORE AND AFTER SCHOOL PROGRAM SECRETARY

QUALIFICATIONS: 1. High School graduate or equivalent  
2. Experience utilizing personal computer and answering telephone  
3. Background check will be required of the successful applicant

REPORTS TO: BASE Program Director

JOB GOAL: To provide clerical assistance to ensure smooth operation and efficiency of the BASE program.

PERFORMANCE RESPONSIBILITIES:

1. Answer telephone during the after-school hours of the BASE program and relay messages to the appropriate site coordinators.
2. Enter attendance/enrollment information into the Kid's Care computer program.
3. Assist in the preparation of district and state reports and other BASE correspondence.
4. Provide clerical assistance to the BASE Program Director.
5. Operate computer using Microsoft Office, Internet, Outlook, Kid's Care, etc.
6. Process and track purchase orders.
7. Update enrollment/transportation information daily for sign-in sheets.
8. Secure substitutes for personnel at WP Elementary and WP Middle School. (Site Coordinator will handle SF Elementary.)
9. Perform other job related duties as assigned.
10. Ability to effectively operate a personal computer and associated software.
11. Ability to interact in an effective and appropriate manner on the telephone and in person.
12. Ability to communicate effectively.
13. Ability to maintain confidentiality.
14. Ability to detect and correct grammatical and spelling errors in written correspondence.
15. Ability to maintain an accurate filing system.
16. Ability to accurately prepare and process records, requisitions, and reports.

TERMS OF EMPLOYMENT: Salary to be determined by the Board of Education.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(BASE Secretary)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(BASE Program Director)