

CLASSIFIED JOB DESCRIPTION

SECRETARY TO THE DIRECTOR OF PUPIL SERVICES

JOB SUMMARY:

Serves as secretary to the Director and Office of Pupil Services; performs a wide variety of complex secretarial and administrative duties, often of a confidential nature; coordinates communications and information; monitors and directs department's clerical staff in a team-oriented atmosphere.

ESSENTIAL JOB FUNCTIONS:

- Schedules appointments for Director and Program/Projects' Specialists with District staff, various agencies, and parents.
- Screens visitors, telephone calls, and mail.
- Composes letters, memoranda, and other materials independently or from minimal instructions.
- Disseminates information where judgment, knowledge and interpretations of procedures and regulations are necessary.
- Prepares Board Agenda items.
- Compiles information and generates reports, as needed.
- Maintains administrative, correspondence, and confidential files.
- Compiles materials for various inservices and special projects.
- Monitors, directs, and cross-trains clerical staff to ensure an even distribution of work.
- Prepares confidential materials for personnel evaluations.
- Coordinates meetings, inservices, annual projects and arranges business/conference travel plans for department.
- Prepares Individual Service contracts and Master Contracts for Nonpublic Schools.
- Processes travel requests for staff, special education teachers, psychologists, nurses, and behavior specialists.
- Maintains absence records for department staff, including psychologists.
- Orders department supplies.
- Develops and updates written procedures for department.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of four years successful full-time secretarial experience, at least one of which includes monitoring and directing other employees in an office.
- Understanding of the multiple programs assigned to the Department of Pupil Services; understanding of the District's budget/accounting procedures; knowledge of District policies, practices and goals.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; type or keyboard at a net corrected speed of 60 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

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- Ability to perform a variety of difficult tasks; ability to prioritize tasks and accomplish them in a timely and accurate manner; ability to work independently.
- Knowledge of modern office practices and procedures, including personal computer applications used for word processing, financial, spreadsheet, and presentations.
- High school diploma or GED required. College and/or business school highly desirable.

Classified Salary Schedule: Range 31
BOARD APPROVED: 8/31/98
REVISION DATES: 7/17/23
08/09/2023