

Wentzville R-IV School District
Position Description
Locator: 3.20

Position Title: Division Secretary

Reports To: Designated Administrator

SUMMARY

Assists management level administrators in the performance of general District responsibilities.

QUALIFICATIONS/REQUIREMENTS

Division secretaries shall have earned a high school diploma or its equivalent and possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages.

ESSENTIAL JOB DUTIES

- Demonstrates proficiency in database management and spreadsheet development.
- Performs necessary functions unique to the position for which employed.
- Assumes responsibility for a variety of management tasks associated with division level administration.
- Acts as a receptionist in answering telephone calls and greeting visitors.
- Assists the division administrator in arranging appointments.
- Screens all visitors for the division administrator.
- Types and proofreads correspondence, forms, and notices.
- Prepare reports and enter data.
- Organizes and maintains appropriate filing systems.
- Collect and organize daily attendance data
- Assists in the preparation of educational reports and research documents.
- Operates office equipment.
- Maintains confidential nature of all school related matters.
- Communicates with staff.
- Completes periodic training, as necessary, to enhance skill development and professional growth.
- Demonstrates proficiency in database management and spreadsheet development.

OTHER DUTIES AND RESPONSIBILITIES

Completes secretarial tasks assigned by the immediate supervisor. Performs other duties as assigned by the immediate supervisor.

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ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.