

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Division Secretary-Chautauqua (Before/After Care Program)
Reports To: Chautauqua Coordinator

SUMMARY

Provides administrative support to the Chautauqua Coordinator.

QUALIFICATIONS/REQUIREMENTS

- High school diploma or its equivalent.
- Working knowledge of computer operations and word processing software programs (including Google Suite).
- Ability to take initiative and work independently.
- Effective communication skills (verbal and written).
- Secretarial experience preferred.

ESSENTIAL JOB DUTIES

- Schedules and tracks substitutes through district absence management program.
- Accurately maintains weekly program attendance and tracks inventory.
- Processes billing for monthly tuition.
- Arranges appointments and screens visitors.
- Communicates with parents regarding program information, registration, billing, and tuition.
- Maintains accurate records and prepares correspondence and reports as directed by the Coordinator.
- Responds to staff inquiries and communications.
- Keeps the Coordinator informed and updated of important issues at all times.
- Provides clerical services as directed by the Coordinator.
- Maintains professional behavior and work ethic to represent the school district in a positive manner.
- Demonstrates effective customer service to all district patrons.
- Works with frequent interruptions, prioritizes multiple tasks, meets deadlines, and takes direction.
- Maintains confidential nature of all school related matters.
- Completes periodic training, as necessary, to enhance skill development and professional growth.
- Provides support to the front desk by answering the main phone line and greeting visitors.
- Maintains awareness of upcoming building and District meetings and events to facilitate visitor screening and direction.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Chautauqua Coordinator and/or other designated administrator.

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 additional duties and responsibilities listed are performed by the individuals currently holding this position 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 annually in accordance with District Policy on evaluation of support staff.