MOORE PUBLIC SCHOOLS

Job Title: **Secretary/Clerk Homebound Programs**

Qualifications:

Credentials: **Drivers license with acceptable driving record.**

Education: High school diploma and specialized vocational experience in or after high school in computers and basic office skills.

Training or Experience Required: 3 years of secretarial/Office Assistant experience preferably in a school. Computer experience is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, CRT/computers and multi-line telephone consoles.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Typing at 50 WPM required.

Reports To: **Homebound Certified Teacher**

Job Goal (Purpose of Position): Performs skilled level secretarial duties under general supervision to assist in the efficient functioning of the homebound program and performs responsible clerical duties in the office. Works with parents, students, and faculty to monitor student progress in the Homebound Program and to assist with other clerical concerns. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident, injury or further illness to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Initiative and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Assumes responsibility for the daily clerical and minor administrative operations and activities of the Homebound/TEAM office.

2. Travels to various schools each day to secure assignments and materials for homebound students.

3. Maintains current listings of Homebound and TEAM students. Informs attendance secretaries in each school when a student goes on Homebound and terminates Homebound.

4. Keeps updated folders of teaching materials to aid Homebound Teachers.

5. Keeps library of teacher manuals up-to-date for Homebound Teachers.

6. Submits forms to State Department of Education weekly, regarding status of Homebound/TEAM students.

7. Twice each year compiles statistical reports for financial aid to be submitted to State Department of Education.

8. Maintains accurate records and confidential files on Homebound and TEAM students.

9. Performs other responsibilities as assigned by the Homebound Teacher.

10. Performs other duties as required.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone. Must be able to get around to the various schools to pick up and distribute homework and other material.

TERMS OF EMPLOYMENT:	185 to 200 days per year
SALARY CLASS:	Category B
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93
Revised 11-27-00