Job Description

Title: Student Services Confidential Secretary
FLSA Status: Non-exempt
Classification: Administrative Support
Immediate Supervisor: Executive Director of Student and At-Risk Services

Job Summary: This position is responsible for providing direct support to the Executive Director of Student and At-Risk Services and communicating information to the staff, public and occasionally other districts. This position is also responsible for performing a variety of administrative support duties involving sensitive issues and confidential information.

Hiring Specifications:

Education
• High school diploma or equivalency

Certification
• N/A

Experience
• Three (3) years of secretarial experience

Skills, Knowledge & Abilities
• Ability to perform detail-oriented work with frequent interruptions
• Ability to maintain multiple filing systems
• Strong oral and written communication skills
• Ability to meet deadlines
• Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees and the public
• Ability to work effectively under stress, changing work priorities and in emergencies
• Ability to work diverse groups of people
• Ability to work effectively, cooperatively and respectfully with staff, parents, students and community members regardless of race, color, creed, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
• Ability to provide customer service in a fast-paced environment
• Ability to recognize sensitive issues and maintain confidentiality

Technology Requirements
• Skill in the use of automated office equipment, including computers, related software and the networking environment
• Proficiency in the use of Microsoft software applications including Word, Excel, Outlook and PowerPoint
• Proficiency in the use of the Internet

Supervision of Others:
• N/A

Personal Contacts:
• District personnel
• Parents, students, community members
• Law enforcement
Job Duties:

1. Maintains Juvenile Court System (JCS) notification database and monitors offenses.
2. Maintains coaches’ database and processes recommendations for personnel postings as directed.
3. Updates attendance directory as needed.
4. Sets up, completes and maintains process and paperwork for expulsions, board exhibits, policies, etc.
5. Schedules meetings, travel and appointments, prepares itineraries and makes reservations as necessary.
6. Compiles and updates district handbooks.
7. Evaluates situations that come into the Student Services department and determines appropriate action and/or referral to appropriate person for resolution.
8. Responds to inquiries from a variety of internal and external parties (staff, parents/guardians, students, public agencies, etc.), providing direction and/or information and facilitating communication among parties.
9. Provides assistance to other Student and At-Risk Services department staff.
10. Creates department forms as needed.
11. Performs other duties as assigned.

Physical Requirements:

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<th></th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<tbody>
<tr>
<td>A. Standing</td>
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<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Pushing/Pulling</td>
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<td>F. Reaching</td>
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<td>G. Climbing/Stairs</td>
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<td>H. Driving</td>
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<tr>
<td>I. Lifting</td>
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<td>J. Carrying</td>
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<td>K. Manual Dexterity Tasks</td>
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<td>Telephone</td>
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<td>Computer</td>
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<td>Other</td>
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<td>L. Working Conditions</td>
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<td>Extremes in temp/humidity</td>
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Additional requirements: Successful completion of post-offer drug screening and physical as well as background check.

Terms of Employment: Twelve month contract per Board Policy and administrative guidelines.

Date Last Revised: 5/7/12