

On-Site Summer School Secretary

Primary Function

To assist smooth operation of the Summer Enrichment Program.

Organizational Relationships

Reports to the SEP Coordinator.

Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle employee and student information with confidentiality.

Performance Responsibilities

1. Maintain high standards of public relations at all times through correspondence, face-to-face public encounters or by telephone.
2. Welcome visitors and arrange for their comfort. Maintain a log of visitors to the school. Report the presence of any visitor in the building who bypasses the principal's office or any unusual behavior on the part of visitors.
3. Place, receive, and route incoming calls; record messages.
4. Work effectively with staff members, students, and community members.
5. Maintain confidentiality, assist teachers as directed by the SEP Coordinator.
6. Assist with distribution/ mailing of student evaluation reports to parents and schools.
7. Maintain daily logs and the concomitant records for student and teacher attendance. Call student home regarding student absences.
8. Arrange for student bus transportation.
9. Maintain a regular filing system and process incoming correspondence as instructed.
10. Perform bookkeeping tasks associated with this position, including petty cash and purchase order accounts.
11. Assist in gathering data for SEP report to the Board of Education.
12. Practice minimal first-aid as required in the absence of the nurse.
13. Perform various other related office duties as assigned by the SEP Coordinator.

Terms of Employment

Employed one week before the first day of summer school through the last day of summer school at assigned building.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.

2/2014