

Job Description

Title: Secretary to Director of Assessment, Research, & Evaluation - 12 Month

Reports to: Director of Assessment, Research, & Evaluation

General Summary: Assists in the efficient operation of the Student Information System and Department of Assessment, Research, & Evaluation by performing a wide variety of technical support, communication, clerical, record keeping, bookkeeping, and general office duties with minimal direction and assistance.

Essential Functions:

1. Answers Student Information System Help Desk support calls, records completed and escalated tickets, and assists in Student Information System staff development. (45%)
2. Manages secure testing material logistics including duplicating testing materials, packing testing materials, checking in testing materials, and organizing materials for the scoring process. (10%)
3. Maintains files and records including but not limited to research applications, contracts, and program evaluations. (5%)
4. Maintains inventory of Department of Assessment, Research, & Evaluation storage items. (5%)
5. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with written and electronic communications to parents, students, staff, and public using tact, courtesy, and professionalism. (5%)
6. Maintains the Department of Assessment, Research, & Evaluation budget and tracks expenses, processes and accounts for orders, and retains appropriate bookkeeping records according to District procedures. (5%)
7. Assists Department of Assessment, Research, & Evaluation Team members by aiding with the completion of projects within set time lines and expectations, and. (10%)
8. Coordinates arrangements for conferences and institutes, organizes travel arrangements, secures substitutes as needed, creates and distributes extra-duty contracts, collecting time sheets accounts for required forms from participants for appropriate reimbursement according to District procedures. (5%)
9. Maintains calendar and schedules appointments for Director of Assessment, Research, & Evaluation and assists with the preparation of rooms and makes needed arrangements for meetings. (5%)
10. Participates in meetings and trainings as requested, reacts to change productively, and performs other duties as assigned. (5%)

Qualifications:

1. Education Level: High School Diploma or equivalent
2. Experience desired: Previous secretarial experience required. Experience in a school environment is desirable.
4. Other requirements:
 - * Excellent computer skills including experience working with spreadsheets, databases, MS Office tools, E-mail, electronic calendars, and the Internet while having the desire and initiative to learn other programs. Previous experience with Infinite Campus is preferred. Ability to type at least 45 wpm.
 - * Excellent oral and written communication skills including correct spelling, grammar, and punctuation usage.
 - * Strong math skills to assist with accounting, budget and ordering processes, and utilization of spreadsheets.

* Ability to establish and maintain cooperative working relationships with staff and other stakeholders.

Special Requirements:

		Occasional	Frequent	Constant
		0 - 32%	33 - 66%	67% +
1.	Standing		X	
2.	Walking		X	
3.	Sitting			X
4.	Lifting 50-60 lb max.	X		
5.	Carrying 50 feet	X		
6.	Pushing / Pulling	X		
7.	Climbing / Balancing	X		
8.	Stooping / Kneeling / Crouching / Crawling	X		
9.	Reaching / Handling		X	
10.	Speaking / Hearing			X
11.	Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____