

Job Description

Title: Secretary to Psychologists - 12 Month

Reports to: Director of Special Education

General Summary: Assists in the smooth and efficient operation of Psychologists' office by performing a wide variety of clerical, record keeping, and bookkeeping, and general office duties with minimal direction and assistance. .

Essential Functions:

1. 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, outside agencies, and public using tact, courtesy and professionalism. (25%)
2. Prepares (scores), duplicates, and distributes reports, and other correspondence, including routine correspondence for psychologists, student psychological reports, and other district, state, and federal reports. (60%)
3. Maintains the psychologists budget and expenses, processes and accounts for orders and retains appropriate bookkeeping records according to District procedure. (10%)
4. Participates in meetings as requested, reacts to change productively, and performs other duties as assigned. (5%)

Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure: N/A
3. Experience desired: *Previous secretarial experience desirable.
*Training in a school environment is desirable.
4. Other requirements: *
*Excellent oral and written communication skills including correct spelling, grammar and punctuation usage.
*Excellent computer skills including experience working with MS Office tools, email, electronic calendars, and the Internet while having the desire and initiative to learn other programs. Ability to type at least 55 wpm.

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

Special Requirements:

	Occasional	Frequent	Constant
	0 - 32%	33 - 66%	67% +
1. Standing		x	
2. Walking		x	
3. Sitting			x
4. Lifting 15-20 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 and building principal.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____