

Title: Secretary to the Director of Student Services - 12 Month

Reports to: Director of Student Services

General Summary:

The Secretary to the Director of Student Services assists in the smooth and efficient operation of the Department of Student Services by responding to community and building inquiries and requests while performing a wide variety of communication, clerical, record keeping, bookkeeping, and general office duties with minimal direction and assistance.

Essential Functions:

- Maintains the Department of Student Services budget and expenses, processes and accounts for orders, and retains appropriate bookkeeping records according to District procedures.
- Supports counseling, social workers and student health services.
- Prepares reports, documents and correspondences as required by the Director of Student Services.
- Supervises District Interim Enrollments.
- Supervises District Private School Enrollments.
- Supports the District's Online Registration Process including the collection of documents, requesting records, verifying residency requirements and processing applications.
- Manages and maintains the records related to specialized enrollments.

General Responsibilities

- Maintains confidentiality as prescribed by district policy and FERPA.
- Collaborates and works in partnership with all department members.
- Ability to react and change productively to handle essential tasks as assigned.
- 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.
- Performs other duties as assigned.

Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure: None
3. Experience desired: School registration/enrollment and student information system experience desirable.
4. Other requirements:
 1. Excellent oral and written communication skills including correct spelling, grammar, and punctuation usage.
 2. Excellent computer skills including experience working with MS Office tools, Google Suite, Email, electronic calendars, and the Internet while having the desire and initiative to learn other programs.
 3. Ability to establish, maintain and support cooperative working relationships with staff and other stakeholders.
 4. Analytical and problem solving skills with the ability to multitask.

Special Requirements:

	Occasional 0 - 32%	Frequent 33 - 66%	Constant 67% +
Standing	X		
Walking	X		
Sitting			X
Lifting 15-20 lb max.		X	
Carrying .. 50 feet		X	
Pushing / Pulling		X	
Climbing / Balancing		X	
Stooping / Kneeling / Crouching / Crawling		X	
Reaching / Handling			X
Speaking / Hearing			X
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 or building principal as delegated by the Superintendent of Schools.