



Job Description

Job Title: Secretary IV – Student Services Secretary

Schedule: 8 hrs per day, 12 months per year, About 260 days per year

Classification: Class 15

FLSA Status: Non-Exempt

Department: Student Services

Reports To: Director of Student Services

Prepared By: HRA/DDSD HR

SUMMARY

The position provides confidential assistance and clerical support to the Director of Student Services to assure the smooth and effective operation of the department; to ensure compliance with financial, legal and administrative requirements, and to provide requested information and/or direction to staff, the public and other school districts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Administrative Duties
 - 1.1. District person responsible for the Special Education Child Count. Collects and maintains data and records on all special education students as required by the district, state, and federal regulations and responsible for all timely deadlines
 - 1.2. Monitor and assist in rewriting district guidelines to comply with State and Federal Regulation changes
 - 1.3. Research, compiles, and assembles various administrative reports, forms and summaries for district, state and federal compliance
 - 1.4. Train as needed and work alongside department Clerk monitoring tasks to make sure they are completed in a timely and efficient manner.
 - 1.5. Evaluate situations (involving district personnel, community, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
 - 1.6. Monitor assigned activities and/or program components (e.g. district requirements, program budgets, critical timelines, preparations for meetings, etc.) for the purpose of ensuring compliance with financial, legal, and/or administrative requirements
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- 1.7. Represent the Student Services Department in a positive manner in all communications with the public and staff. Deals with public/legal parent concerns regarding student issues. Gathers data and information regarding complaint issues for Director to go over prior to responding
 - 1.8. Monitor Medicaid forms for billings
 - 1.9. Compose documents (e.g. correspondence, agendas, minutes, reports, etc.) for the purpose of communicating information to schools, district personnel, the public and state officials, etc.

 - 1.10. Prepare written, accurate and detailed materials (e.g. meeting summaries, reports, etc.) for the purpose of conveying information regarding the Student Services Department and/or district activities and/or procedures
 - 1.11. Process documents and materials (e.g. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
 - 1.12. Responds to inquiries of district staff, the community, and/or outside agencies for the purpose of providing information and/or directions as may be reported
 - 1.13. Demonstrate good judgment in the receiving and disseminating of information
 - 1.14. Develop and maintains files and records, reviews reports, files, and other documents for accuracy, completeness, and conformance to standard procedures
 - 1.15. Process high volume of purchase orders on I-Visions. Track individual budgets for all district special education teachers, speech pathologists, psychologists, counselors, Student Evaluation Center and Student Services Office. Analyzes budget accounts for budget projecting, tracks expenditures and compiles expenditure reports
 - 1.16. Type, proofread and edit a variety of documents and reports, maintains files related to a variety of sensitive personnel actions
 - 1.17. Maintain appointment schedules and calendars; arranges meetings, sets up interviews
 - 1.18. Initiate and answer telephone calls, requests information and responds to requests for information not requiring administrator's attention, composes routine correspondence
 - 1.19. Recruit, select and assign home tutors for special education and non-special education students for the district. Tracks all tutoring paperwork (e.g. grade reports, payroll hours, and medical statements and other confidential and sensitive paperwork on tutored students), make connections between tutors and staff/parents/tutor
 - 1.20. Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions
2. Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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EDUCATION and/or EXPERIENCE

High School diploma/GED/equivalent; 3-4 years of experience is required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.

WORK ENVIRONMENT

This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

MENTAL DEMANDS



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Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

PAY EQUITY SCOPE

The position has regular communication inside and outside the organization to exchange ideas and gather information with regular responsibility for creation, development, design, or problem solving of new product, program, methods, systems, procedures or policy issues. The requirement to create new ideas and/or generate original work is an important aspect of the position. Approximately half of the work time is spent on creative or developmental endeavors requiring both original work and substantial refinement of previous practices. Positions at this level have some impact to and influence on expense or budgetary outcomes. Dollar amounts influence would be considered limited. Responsibility for the prudent use of organization assets may extend beyond own work responsibilities to the work unit or department financial management. Positions at this level have some need or ability to analyze problem or concepts or make decisions on the information with some impact to and influence on organization operations, programs. Ability to influence outcomes occurs some but is limited to personal interactions with assigned customers. some ability to influence organization image. Supervisory action would prevent or correct most issues. "Customer" service is a regular aspect of the position and actions could impact user satisfaction levels. Positions occasionally encounter some variations from the norm and are encouraged to suggest ways for handling these. Positions at this level are expected to handle regularly assigned work which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.
