

SPEED JOB DESCRIPTION

Title of Position

District Services Secretary

Supervisor

Director of PD & District Services

Position Guide

Clerical – Non Exempt

Salary Range

Commensurate with experience

Qualifications

- High School Diploma, some college preferred
- Demonstrate excellence in verbal and written communications
- Demonstrates proficient skills in use of computer and computer application including Word, Excel and Power Point.
- Possesses organizational skills and can independently perform detailed tasks with accuracy.

Essential Duties

1. Manage Referrals
2. Process and/or secure Technical Assistance referrals
3. Assist in developing agenda for monthly District Rep meetings
4. Assist the meeting set-ups
5. Assists with SPEED's intranet and Website postings of event, etc.
6. Maintains Professional Development Database (ABCsignup)
7. Updates Facebook and website as directed by supervisor
8. Data collection of SPEED/Districts Students' numbers
9. Creates teacher accounts and rosters all students
10. Gathers accommodation forms and send them to districts
11. Maintains information for all databases.
12. Prepares POs for Intervention Specialists purchases and conference requests
13. Plan and coordinate the annual Student AT and Technology Awards Luncheon
14. Assists in scheduling all Intervention Specialist purchases and conference requests
15. Assists in gathering information for annual billing between SPEED member districts/SPEED Programs.
16. Assist in completing any Infinitec district billing.
17. Performs other duties as assigned by administration

Skills/Competencies

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 242 Days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date