

# **SPEED JOB DESCRIPTION**

## **Title of Position**

Program Secretary

## **Supervisor**

Program Administrators

## **Position Guide**

Clerical

## **Salary Range**

## **Qualifications**

- Demonstrates proficient skills in use of computer and computer application including Word, Excel, Power Point and student databases.
- Possesses organizational skills and can independently perform detailed tasks with accuracy.
- Good oral and written communication skills.

## **Essential Duties**

- Provide secretarial services that include copying, filing and preparing memos, letters, reports, etc.
- Files, copies and sends requests of student records in an organized manner.
- Assists with special projects as needed.
- Inputs new students into database.
- Maintains records such as student enrollment, class lists.
- Take absentee calls for student absences.
- Other duties as assigned

## **Job Responsibilities**

- Operate office equipment. (Copiers, printers, laminating machines).
- Ability to work effectively with people from various backgrounds.
- Able to maintain confidentiality. Accurate data entry.
- Able to handle multiple priorities with strong organizational skills.
- Able to communicate within the program through such means as telephone management, message recording and distribution, coordination with parents, districts, joint agreements, central office, and mail dissemination.
- Expedites receptionist responsibilities for family members and other visitors
- Processes work in an organized and timely manner.
- Maintains the overall orderliness of the office and reception area
- Attends scheduled secretarial meetings.
- Understands the secretarial operations of the program and maintains a cooperative effort with other secretarial staff.
- Exhibits professional conduct.
- Performs additional duties, as assigned.

## **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**

July 22, 2015sc

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.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

**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