**JOB DESCRIPTION FOR: Secretary/Instructional Assistant for the Glen Dale Center**

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**REPORTS TO:** Director of Special Programs

**QUALIFICATIONS:**

High School Diploma or Equivalent; other qualifications as established by the Board of

Education, Federal and/or State Law

**GENERAL RESPONSIBILITIES:**

To assure smooth and efficient operation of the clerical responsibilities with the educational program at the Glen Dale Center so that the teacher’s maximum impact may be realized in the education of students.

To assist the teacher in achieving instructional objectives and providing a well-organized, smooth functioning classroom environment.

**DUTIES - Clerical:**

1. Receives phone calls and relays messages for the center.
2. Routes interoffice, interschool and all other mail to proper channels on a daily basis.
3. Maintains daily attendance records of students.
4. Keeps all accumulative records and permanent records on all students by grades, including enrollment and medical data.
5. Maintains a record of substitute teacher usage with district-approved sign in sheets, and provides data to the district payroll office each month.
6. Requests school records of new students and establishes cumulative folders when records are received. Sends school records for students that transfer to another school.
7. Works with the district’s Student Information Systems Coordinator to coordinate students’ grades, immunization records, birth certificates, transcripts, and free/reduced lunch status.
8. Assists in duplicating requests for the teachers.
9. Coordinates information as needed between the school portion of the center and the Sunrise Children’s Services’ administration.

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**JOB DESCRIPTION FOR: Secretary/Instructional Assistant for the Glen Dale Center (continued)**

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1. Communicates truancy information to the district administrator responsible for related data.

**DUTIES - Instructional:**

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Alerts the teacher to any problem or special information about an individual student.
4. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.
5. Follows directions of the teachers, organizes work, and documents student progress.
6. Performs other duties as assigned by the designated supervisor or the teachers at the center.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION *April 20, 2015*

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