

## MARION COUNTY JOB DESCRIPTION

Position Title: 7771 Secretary - Special Programs

Department: Central Office

Reports To: Director or Administrator

Approved By: Marion County Board of Education

Date: March 2019

**SUMMARY:** Perform advanced-level secretarial duties for a Director-level administrator of a major District function requiring independent judgment and analysis; plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative and clerical details.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Serve as secretary to a District-level Director or administrator of a large, complex program(s) or function; plan, organize and coordinate activities to relieve the administrator of routine clerical details.
- Assist in the organization and planning of field trips, proper paperwork submissions, and special events.
- Communicate with parents and District personnel on confidential or sensitive issues; screen incoming calls to gather and exchange information.
- Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, newsletters, bulletins, letters and notices; prepare Board agenda items and related materials as assigned; compose correspondence or prepare from rough draft.
- Coordinate and complete any data entry enrollment of elementary and secondary school students into special programs
- Type/Complete a variety of items including inter-office communications, requisitions, purchase orders, forms, letters, special projects, legal documents and other materials; establish, modify and maintain project and confidential filing systems.
- Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned. Assist in assessment administration, data entry, scoring, and reporting.
- Schedule meetings, conferences and appointments; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.
- Assist instructional personnel with small group pupil instruction and preparation of teaching materials.
- Assists instructional personnel with preparation and organization of materials for professional learning activities.
- And any other assigned duties as related to specials programs and instructional coaching.

**SUPERVISORY RESPONSIBILITIES:** Supervision of small or large groups of students as needed.

**QUALIFICATION REQUIREMENTS:** *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.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) with at least two (2) years experience.

**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 people.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amount such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**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.

**OTHER SKILLS and ABILITIES:** Knowledge of bookkeeping practices and ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education 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 and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as files or computer reports. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*File Name: 7771 Secretary*