TITLE: **Secretary of ~~Student Engagement~~ Preschool Services**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Has the ability to read and follow written directions
3. Has three years of increasingly responsible secretarial and clerical experience involving the use of word processing, record-keeping software, and automated systems.
4. Must demonstrate proficiency in the use of general office software tools/programs.
5. Has specialized skills in basic mathematics, bookkeeping, filing, telephone and computer operation
6. Has the ability to communicate effectively both orally and in writing
7. Has demonstrated competence in correspondence and respect for confidentiality
8. Has prior experience or education that indicates an ability to handle pressure and deal with changing tasks and time schedule
9. Has demonstrated the ability or potential to relate to and work effectively with staff and community

REPORTS TO: Director of ~~Student Engagement~~ Early Childhood Learning

J0B GOAL: To assist the Director of ~~Student Engagement~~ Early Childhood Learning in the implementation of services ~~so that he/she may devote maximum attention to making sure every student has a feeling of hope, well-being, and the opportunity to be engaged~~ ensuring compliance with federal, state, and local stattues, regulations, policies and procedures related to screening, interventions and initial referral and enrollment in the Preschool program.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written statutes, policies, procedures and directions from supervisor related to job responsibilities ie. Preschool qualification, Preschool enrollment procedures, First Steps and Head Start protocols
2. Assist in the development of informational materials (brochures, flyers, posters, etc.)
3. Perform routine office duties of typing, filing, telephone, mail, scheduling, compose written correspondence, etc.
4. Compose written correspondence and reports as directed by supervisor
5. Assist in gathering, correlation, and distribution of data
6. Assist in the coordination, ~~distribution, and collection of student engagement surveys~~ of scheduling First Steps transition meetings, ARC meetings and all meetings related to the enrollment and qualification into the Preschool program.
7. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 09)
* 7.5 – 8 hrs per day
* 246 days – 12 mos
* 12 months
* Board Approved: 7/20/2017