

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Administrative Secretary II- Secretary to the Director of Pupil Personnel

**REPORTS TO:** District Level Administrator- Director of Pupil Personnel &/or Superintendent

**BASIC FUNCTION:** Perform a wide variety of specialized and responsible secretarial and administrative support duties for a district administrator of a specialized program. Organize and coordinate program duties and communications to assist district administration with assigned functional areas of responsibility.

**REPRESENTATIVE DUTIES:** The terms of employment are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Physical ability to perform duties as required
- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to the DPP; interpret and apply rules and regulations as appropriate; perform duties to assist with administrative detail as appropriate.
- Coordinate communication between the DPP, attendance clerks, other personnel, students, educational institutions, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.
- Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions.
- Respond to requests for information from students, staff and the general public regarding attendance programs, policies, procedures and regulations.
- Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
- Operate a computer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required.
- Train and provide work direction to attendance clerks and staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
- Specific Duties of DPP Secretary: Monitor and record all homebound instruction, monitor attendance at all schools and assist DPP with truancy work, go on home visits, monitor and record all home school records, verify "No Pass/No Drive" law and file with the courthouse, file all documents for suspensions, arrests, EHO, etc., monitor and record all change in school assignments and non-resident contracts, have knowledge as a

district-wide administrator of the Kentucky Student Information System, assist schools with registration and enrollment of students, maintain all household folders at the district level, work with the Truancy Diversion Program to monitor student attendance, fulfills records requests

- Perform related duties as assigned by DPP or Superintendent.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Record keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer and a variety of other office equipment including calculators and copier
- Knowledge of the Kentucky Student Information System

### **ABILITY TO:**

- Perform secretarial and administrative assistance duties.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Type at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Prepare reports by gathering and organizing data from a variety of sources.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Work efficiently with many interruptions.
- Operate a variety of office equipment including a computer, calculator, copiers and dictation equipment.
- Make arrangements for meetings and conferences.
- Maintain a variety of files, records and logs.
- Plan and organize work.
- Provide work direction to others as assigned.

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EVALUATION:** Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor

**EDUCATION AND EXPERIENCE:** High school diploma or G.E.D. certificate as required by Kentucky law. Five (5) years working in a school system preferred. Experience with current Kentucky Student Information System and use of technology is preferred.

**LICENSES AND OTHER REQUIREMENTS:** Valid Kentucky Driver's License

<b>Most recent approval by the Powell County Board of Education</b>	<b>Date:</b>
<b>Printed name of employee receiving job description.</b>	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
<b>Employee Signature:</b>	<b>Date:</b>