



JOB DESCRIPTION

Secretary to Director of Public Information & Coordinator of Partners in Education

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The Secretary to Director of Public Information & Coordinator of Partners in Education under the direct supervision of the Director of Public Information assumes all clerical and secretarial functions pertaining to the department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years secretarial experience, preferably in a public education environment

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient typing, keyboarding, and file maintenance skills
- Knowledge of correct English usage, grammar, spelling, and punctuation
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles
- Effective organizational, communication, and interpersonal skills
- Efficient in Microsoft Word, Microsoft Excel, Microsoft Outlook and Internet Explorer.

DUTIES AND RESPONSIBILITIES:

1. Prepares correspondence, reports, memorandums, requisitions for purchase orders and other documentation as required. Clips, reproduces and maintains files of newspapers clippings for weekly distribution to Board members, Superintendents, campus personnel. Maintains historical files, monthly appointment calendar and monthly budget.
2. Assists in researching and disseminating information about the district and its employees regarding activities, events, etc.
3. Assists in preparation and distribution of annual instructional school calendar.
4. Responsible for proofreading and distribution of community newsletter, published five times a year. Mail-out distribution to all school districts, community organizations, elected officials and approximately 60,000 area residents.
5. Performs daily operations in the Partners in Education Department in absence of Partners in Education Coordinator.
6. Maintains communication with various news media (newspapers, radio, television) to coordinate positive coverage for JISD.
7. Maintains and updates district-wide online calendar of events.
8. Assists Public Information Director and Partners In Education Coordinator in contacting schools and researching information for publications, news releases, and web postings.
9. Initiates and coordinates with principals, campus, and community personnel for monthly School Board meeting activities including Student Recognition, Student Pledge and Presentation of Colors.
10. Ensures timely responses to Public Information Act requests and maintains a spreadsheet of submitted requests.
11. Assembles data for families moving into the district, taxpayers, media representatives, college students and other citizens.
12. Responds to inquiries from the media, the general public and other educational systems.

13. Coordinates special events including ground breaking and dedication ceremonies, golf tournament, and the JEF Prize Patrol.
14. Solicits local businesses for donations to support district, campus events.
15. Co-ordinate's district-wide United Way Campaign and reception and serves as campaign coordinator for the Administration/ERC. Reconciles and submits final campaign report for the district.
16. Issues Senior Gold Cards and maintains program database.
17. Maintains Sex Offender listing and District Attorney's Juvenile Reports; notify campus administration when relevant.
18. Assists Public Information Director with Bond Election Campaigns.
19. Prepares district response to vendors and outside agencies soliciting promotional distribution.
20. Maintains and regularly updates all pertinent mail lists of news media, school districts, residents, PTO, council members and community organizations.
21. Processes and accounts for all leave days and non-paid days for the department.
22. Responsible for departmental office and computer supplies.
23. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbal and written), concentrate, reason, read, understand verbal instructions, coordinate, compile, compute and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), sit, stand, walk short distances, reach, repetitive hand motions, hear, speak, visual activity, occasionally drive automobile, and work inside and outside.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 7

Days: 226

Wage/Hour Status: Nonexempt

Updated: October 8, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.