



JOB DESCRIPTION
Secretary to the Director of Pupil Services

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The Secretary to the Director of Pupil Services under the direct supervision of the Director of Pupil Services, organizes and manages the routine work activities of the department and provides secretarial and clerical services.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

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

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient skills in typing, word processing, and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets, databases, graphics, and word processing

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Accompanies Director to secondary campus hearings when attorneys are present.
3. Serves as clerk of record at expulsion hearings.
4. Works with the secretary to the Administrator of Pupil Services to schedule and maintain a master calendar of all hearings.
5. As work load demands, assists the secretary to the Administrator of Pupil Services in the preparation of alternative school, boot camp and expulsion hearing packets.
6. Prepares hearing guides and hearing orders for high school alternative school hearings; generates and distributes final notification of hearing decision.
7. Prepares and edits all correspondence, reports, memoranda, purchase orders, schedules, forms and other departmental documents and data as required.
8. Compiles pertinent data as needed when preparing various state and local reports including the Department of Education Compliance Report.
9. Assists the Director updating, maintaining and distributing the district's Elementary and Secondary Student Code of Conduct & Student Handbook.
10. Assists the Director preparing, updating and distributing the district wide crisis management plan.
11. Assists the Director preparing and reproducing brochures for JACE, Secondary Alternative School and Elementary Alternative School.
12. Assists the Director preparing, updating and reproducing the JACE student-parent handbook, JACE drill instructor handbook, and elementary alternative school handbook.
13. Prepares and updates from utilized at JSAS and JACE.
14. Receives and verifies all alternative school student summary reports prior to review and approval by Director, and maintains accurate report of all summaries submitted.
15. Receives and records Student Reassignment Center (SRC) committee reports and release authorizations, and maintains accurate report of all students assigned.
16. Provides clerical support for SRC including preparing, updating and reproducing the student guidelines handbook, preparing all forms, maintaining the budget, and ordering all office/school supplies.

17. Receives all campus requests for court dismissals, prepares and distributes dismissal memoranda to the District Attendance Officer, and maintains departmental report for all dismissal requests submitted.
18. Assists with the scanning, retrieving, and distribution of district records.
19. Places and receives telephone calls, takes accurate messages, and routes to appropriate staff.
20. Maintains physical and computerized departmental files.
21. Maintains absence from duty reports and vacation records for the department.
22. Assists with the compilation of budget records and maintains various supplies and equipment for the Pupil Services Department.
23. Performs routine bookkeeping tasks, including basic arithmetic operations.
24. Maintains a schedule of appointments and makes travel arrangements.
25. Receives, sorts and distributes mail and other documents to departmental staff.
26. 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 concentrate on detailed work; to use interpretive skills when working with policies, procedures, data; to use reasoning skills; to understand and follow verbal and written instructions; to maintain emotional control under stress.

PHYSICAL DEMANDS: Repetitive hand motions; prolonged use of computer. Work with frequent interruptions. May be required to travel short distances.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 6

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 12, 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.