



JOB DESCRIPTION

Secretary to Executive Director of Student Support Services

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The Secretary to the Executive Director of Student Support Services under the direct supervision of the Executive Director of Student Support Services, assumes the clerical and secretarial functions and facilitates the efficient operations of the Student Support Department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Associates Degree preferred
- Three years of general clerical/secretarial experience, or graduation from a recognized school of secretarial skills

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient skills in keyboarding, word processing, and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Ability to work well and in a positive manner with employees and the public
- Strong organizational skills

DUTIES AND RESPONSIBILITIES:

1. Collects and arranges tests for appropriate scoring, co-coordinates credit by examination testing windows for district administrators for spring and summer credit by examination requests.
2. Issues tests upon campus requests. Aids in the scoring of in-district tests.
3. Maintains permanent folders on all GED students and electronic data base under the direction of the Chief GED examiner.
4. Oversees daily operations of JISD GED Test center.
5. Serves as a State approved GED Examiner
6. Assists with budget process from start to finish.
7. Types with accuracy; proofreads and uses language skills, with facility.
8. Types correspondence, reports, and uses language skills, with facility.
9. Maintains a current and accurate filing system of correspondence sent and received, schedules appointments, maintains budgetary requisitions and receipts.
10. Maintains a record of purchased items to insure that expenditures are within the adopted budgetary limitations.
11. Places, receives, screens, and records all telephone messages, including long distance logs.
12. Assists with and possibly resolve all parent calls and complaints.
13. Operates business machines, including duplicators, copiers, calculators, test scoring machines and computer.
14. Reproduces, binds, and distributes publications.
15. Maintains materials and database.
16. Maintains record of guidance material checked out or given to principals or counselors and database.
17. Provide support to librarian media campus specialists, nurses, social workers, social service

- providers and counselors, district wide.
18. Assisting with state and district
 19. Co-coordinator of Judson ISD Annual College and Annual Art Show.
 20. Collaborative work with Executive Director to provide order and maintenance of all areas under the Director's Supervision of nurses, librarians, social workers, social service providers, counselors, Police Department, Adult Education, Special Education and Pupil Services.
 21. Maintains department website.
 22. Maintains yearly database of confidential data for Homelessness Education Act, Child Protective Services and Homeschool.
 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 read, communicate effectively (verbal and written); concentrate, compile, analyze data and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds). Repetitive hand motions, prolonged use of the computer. Works with frequent interruptions.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 7

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 11, 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.