



JOB DESCRIPTION
Bilingual/ESL Secretary

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The Bilingual / ESL Secretary under the direct supervision, of the Bilingual Coordinator and the ESL Coordinator, performs clerical duties to ensure efficiently operated Bilingual/ESL offices and provides compliance support to the Student Placement Center.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two or more years of paraprofessional/clerical experience

ADDITIONAL REQUIREMENTS:

- Must possess effective organizational, communicative (oral & written) and problem solving skills
- Bilingual (Spanish) preferred
- Experience in Microsoft Office Excel, Microsoft Office Word, and Microsoft Office Power point
- Demonstrates effective organizational and communicative skills
- 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
- Strong organizational skills

DUTIES AND RESPONSIBILITIES:

1. Answers office telephone and responds appropriately to requests for information
2. Maintains the department's budget which includes preparing requisitions and finalizing purchase orders
3. Orders and maintains all office supplies organized
4. Maintains the office files
5. Prepares materials and sets up the room for Professional Development Sessions
6. Receives and distributes mail
7. 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), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment
Personal computer

Paraprofessional Pay Grade: 4

Days: 216

Wage/Hour Status: Nonexempt

Updated: March 3, 2009

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.