SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ASSISTANT SECRETARY

QUALIFICATIONS:

    (1)   High School Diploma or equivalent with business / clerical training.

    (2)   Type 35 WPM.

    (3)   Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

    Knowledge of computer software. Good oral and written communication skills. Team work. Ability to take constructive criticism. Tolerance for stress. High energy. Accuracy. Confidentiality. Good judgment.

REPORTS TO:

    Principal / Coordinator

JOB GOAL

To be completely accurate on data entry information in order for students to receive proper services.

SUPERVISES:

    N/A

PHYSICAL REQUIREMENTS:

    Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

    Salary and benefits shall be paid consistent with the District's approved compensation plan.

    Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

    Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

ASSISTANT SECRETARY (Continued)

PERFORMANCE RESPONSIBILITIES:

<u>**Service Delivery**</u>
* (1)   Enter student data into the computer.
* (2)   Keep records for payroll.
* (3)   Register new students, request cumulative folders, and route information to proper person.
* (4)   Call substitute teachers / staff.
* (5)   Network between schools.
* (6)   Answer telephones and route messages.
* (7)   Prepare records and reports.

<u>**Employee Qualities / Responsibilities**</u>
* (8)   Use confidentiality in daily work.
* (9)   Present a positive attitude in work and with students, parents, and staff.
*(10)   Be in daily attendance, be punctual, and work consistently and effectively.

<u>**System Support**</u>
*(11)   Enter data into the computer for all Title I information.
*(12)   Enter data into the computer for state FTE information.
*(13)   Enter data into the computer for teacher re-certification.
*(14)   Enter data into the computer for ESE information.
*(15)   Process and enter data into the computer for free / reduced meal forms.
*(16)   Enter data into the computer for ESOL students.
 (17)   Perform other duties as assigned.

*Essential Performance Responsibilities

Board Approved 6-27-2000