

Delaware Valley School District



Secretarial and Clerical Personnel

Job Descriptions

POSITION: **Executive Secretary to the Superintendent / Coordinator of School Board Activities**

REPORTS TO: Superintendent

Qualifications:

1. College Degree preferred. High school graduate – supplemented by training courses or an equivalent combination of training and experience of a minimum of five years of experience as an administrative assistant, accountant, bookkeeper, or similar position.
2. Experience preferred in administrative or managerial functions with the ability to perform essential functions.
3. Working knowledge of office programs, policies, and operations preferred.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Advanced computer and math skills with ability to create and design mail merges, presentations, queries, formulated spreadsheets and databases as needed.
2. Ability to troubleshoot programming issues to relay information to software provider
3. Must be a self-motivated individual who can perform work duties independently and manage job responsibilities without guidance or supervision
4. Due to the importance of the Districtwide responsibilities of the position the employee must be responsible for the completion of all assigned tasks regardless of standard work hours or personal conflicts
5. Employee must adhere to strict professional confidentiality protocol
6. Is mobile for extended periods of time based upon required tasks.
7. Is mobile to travel distances inside and outside school facilities.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

1. Supervise and implement specific duties
2. Communicate effectively in English both orally and in writing.

3. Read and comprehend written material relative to the position.
4. Set an example of a stable emotional climate for staff.
5. Dress appropriately.
6. Demonstrate appropriate language usage.
7. Assist in the development of district budget
8. Demonstrate an ability to cooperate toward district goals.
9. Maintain accurate accounting records in accordance with professional accounting standards.
10. Possess strong interpersonal skills both on the phone and one-to-one.
11. Maintain confidentiality regarding all personnel related information including, but not limited to, personal employee information in payroll, health insurances, life insurance, workers compensation, family medical leave, garnishments, personnel files, evaluations, loan applications, unpaid leaves, TIMS, PIMS, PERMS, etc., assisting in all aspects of contract negotiations including research and negotiation details, protected student information, Right-to-Know Requests, research and Right-to-Know responses, lawsuits, insurance considerations and other legal matters, etc.
12. Be able to lift boxes up to 50 pounds.
13. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
14. Be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

1. Manages day-to-day operations of the Superintendent's Office
2. Corresponding Board Secretary including Board meeting minutes and agenda follow-up
3. Manages Board Docs and coordinates Board Agenda preparation
4. Coordinates policy updates with PSBA, conducts Policy Maintenance as well as Administrative Regulations Maintenance
5. Coordinates advertising and postings of board meetings
6. Coordinates board meeting setup at locations
7. Assists in compiling information for auditors
8. Completes all personnel reports in PIMS system for Department of Education
9. Manages and coordinates teacher certification in TIMS for Department of Education
10. Tracks professional employee certification/converting level I to level II
11. Tracks employee tenure
12. Manages student enrollment analysis and tracking
13. Assist in data research for contract negotiations
14. Produces the monthly employee newsletter
15. Produces PowerPoint presentations
16. Handles the confidential communication from the superintendent's office
17. Handle office correspondence, both incoming and outgoing.

18. Coordinates with HR for all personnel items for board approval
19. Willingness and ability to assume coworkers' responsibilities for the continuity of the office.
20. Respond to telephone calls and provide information to callers or route calls to appropriate officials.
21. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.
22. File correspondence and other office documents. Establish office filing system for immediate supervisor.
23. Maintain a data base and district file management system for employees
24. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
25. Operate all office machines including payroll, copiers, computers, fax machines, etc.
26. Type/word process various materials from draft form or dictation and produce its final version.
27. Prepare, copy, and distribute confidential materials.
28. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
29. Disperse office supplies and maintain inventory of these supplies.

Evaluation:

Performance of the position of Executive Secretary to the Superintendent/Coordinator of School Board Activities will be evaluated by the Superintendent.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **Human Resource Recruitment, Hiring, and Substitute Coordinator**

REPORTS TO: Director of Human Resources

Qualifications:

1. College Degree preferred. High school graduate – supplemented by training courses or an equivalent combination of training and experience of a minimum of five years as an administrative assistant, accountant, bookkeeper, or similar position.
2. Experience preferred in administrative or managerial functions with the ability to perform essential functions.
3. Working knowledge of office programs, policies, and operations preferred.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Advanced computer and math skills with ability to create and design mail merges, presentations, queries, formulated spreadsheets, and databases as needed.
2. Ability to troubleshoot programming issues to relay information to software provider
3. Must be a self-motivated individual who can perform work duties independently and manage job responsibilities without guidance or supervision.
4. Due to importance of the Districtwide responsibilities of the position the employee must be responsible for the completion of all assigned tasks regardless of standard work hours or personal conflicts.
5. Employee must adhere to strict professional confidentiality protocol.
6. Is mobile for extended periods of time based upon required tasks.
7. Is mobile to travel distances inside and outside school facilities.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

1. Supervise and implement specific duties.
2. Communicate effectively in English both orally and in writing.

3. Read and comprehend written material relative to the position.
4. Set an example of a stable emotional climate for staff.
5. Dress appropriately.
6. Demonstrate appropriate language usage.
7. Assist in the development of district budget.
8. Demonstrate an ability to cooperate toward district goals.
9. Maintain accurate accounting records in accordance with professional accounting standards.
10. Possess strong interpersonal skills both on the phone and one-to-one.
11. Maintain confidentiality regarding all personnel related information including, but not limited to, personal employee information in payroll, health insurances, life insurance, workers compensation, family medical leave, garnishments, personnel files, evaluations, loan applications, unpaid leaves, TIMS, PIMS, PERMS, etc., assisting in all aspects of contract negotiations including research and negotiation details, protected student information, Right-to-Know Requests, research and Right-to-Know responses, lawsuits, insurance considerations and other legal matters, etc.
12. Be able to lift boxes up to 50 pounds.
13. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
14. Be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

1. Maintain Recruit & Hire Database
2. Knowledgeable in PDE staffing guidelines (CSPG's)
3. Monitor TIMS (Teacher Information Management System)
4. Manage, validate and file appropriately all new hire paperwork/files
5. Post and track all vacant positions.
6. Clearance tracking and validation (Employee State Police, Child Abuse and FBI Fingerprint)
7. Maintain secure Identogo database and software.
8. Maintain records for secure fingerprinting database.
9. Correspond with new and potential employees.
10. Drug testing verification
11. Coordinate/Schedule all appointments with new employees for benefit coordination.
12. Recruit and retain district substitutes – professional and classified.
13. Maintain substitute records in our employee attendance database.
14. Manage, validate and file appropriately all substitute paperwork/files.
15. Assist with substitute training.
16. Schedule and administer the instructional assessment.
17. Coordinate, track and collect student teacher information from all student teachers/observers/internships.

18. Willingness and ability to assume coworkers' responsibilities for the continuity of the office.
19. Assist in data research for contract negotiations.
20. Develop and maintain professional employee professional development calendar.
21. Create ID badges.
22. Answer primary district telephone number, manage telephone calls and give information to callers or route calls to appropriate official.
23. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.
24. File correspondence and other office documents. Establish office filing system for immediate supervisor.
25. Maintain a data base and district file management system.
26. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
27. Operate all office machines including payroll, copiers, computers, fax machines, etc.
28. Compose and produce documents and/or edit draft documents to produce its final version.
29. Prepare, copy, and distribute confidential materials.
30. Handle office correspondence, both incoming and outgoing
31. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
32. Disperse office supplies and maintain inventory of these supplies.

Evaluation:

Performance of the position of Human Resources Recruitment, Hiring and Substitute Coordinator will be evaluated by the Director of Human Resources.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **Curriculum, Professional Development & Cyber Coordinator**

REPORTS TO: Assistant to the Superintendent for Academic Leadership and Culture

Qualifications:

1. College Degree preferred. High school graduate- supplemented by training courses or an equivalent combination of training and experience of a minimum of five years as an administrative assistant, accountant, bookkeeper, or similar position.
2. Experience preferred in administrative or managerial functions with the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. Working knowledge of office programs, policies, and operations preferred.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Advanced computer and math skills with ability to create and design mail merges, presentations, queries, formulated spreadsheets, and databases as needed.
2. Ability to troubleshoot programming issues to relay information to software provider.
3. Must be a self-motivated individual who can perform work duties independently and manage job responsibilities without guidance or supervision.
4. Due to the importance of the Districtwide responsibilities of the position the employee must be responsible for the completion of all assigned tasks regardless of standard work hours or personal conflicts.
5. Employee must adhere to strict professional confidentiality protocol.
6. Is mobile for extended periods of time based upon required tasks.
7. Is mobile to travel distances inside and outside school facilities.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

1. Supervise and implement specific duties.
2. Communicate effectively in English both orally and in writing.

3. Read and comprehend written material relative to the position.
4. Set an example of a stable emotional climate for staff.
5. Dress appropriately.
6. Demonstrate appropriate language usage.
7. Assist in the development of district budget.
8. Demonstrate an ability to cooperate toward district goals.
9. Maintain accurate accounting records in accordance with professional accounting standards.
10. Possess strong interpersonal skills both on the phone and one-to-one.
11. Maintain confidentiality regarding all personnel related information including, but not limited to, personal employee information in payroll, health insurances, life insurance, workers compensation, family medical leave, garnishments, personnel files, evaluations, loan applications, unpaid leaves, TIMS, PIMS, PERMS, etc., assisting in all aspects of contract negotiations including research and negotiation details, protected student information, Right-to-Know Requests, research and Right-to-Know responses, lawsuits, insurance considerations and other legal matters, etc.
12. Be able to lift boxes up to 50 pounds.
13. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
14. Be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

1. Coordinates Curriculum Writing
2. Manages the curriculum writing database, website, and revision cycle.
3. Coordinates Districtwide Professional Development
4. Manages the Act 48 CPE Tracker Database
5. Coordinates Districtwide Textbook Adoptions
6. Manages the Induction/New Teacher Orientation process.
7. Coordinates induction process with building administrators and mentors
8. Coordinates all aspects of the DV Cyber Academy
9. Supervises the IU20 Cyber student tracking.
10. Commissioned Notary Public
11. Assist in data research for contract negotiations.
12. Compiles and publishes the Superintendent's annual report.
13. Compiles and publishes the student handbook.
14. Compiles and publishes the Course selection guides.
15. Assist in data research for contract negotiations.
16. Manages day to day operations of the Assistant to the Superintendent of Academic Leadership and Culture's and Director of Elementary Education's Offices
17. Handles confidential communication from the Assistant to the Superintendent of Academic Leadership and Culture.

18. Handle office correspondence, both incoming and outgoing.
19. Answer telephone calls and give information to callers or route call to appropriate official. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.
20. File correspondence and other office documents. Establish office filing system for immediate supervisor.
21. Maintain a database and district file management system for employee benefits management.
22. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
23. Operate all office machines including payroll, copiers, computers, fax machines, etc.
24. Compose and produce documents and/or edit draft documents to produce its final version.
25. Prepare, copy, and distribute confidential materials.
26. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
27. Disperse office supplies and maintain inventory of these supplies.

Evaluation:

Performance of the position of Curriculum, Professional Development & Cyber Coordinator will be evaluated by the Assistant to the Superintendent of Academic Leadership and Culture.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: Human Resources Benefits Coordinator

REPORTS TO: Business Administrator or Director of Human Resources

Qualifications:

1. College Degree preferred. High school graduate – supplemented by training courses or an equivalent combination of training and experience of a minimum of five years as an administrative assistant, accountant, bookkeeper, or similar position.
2. Experience preferred in administrative or managerial functions with the ability to perform essential functions.
3. Working knowledge of office programs, policies, and operations preferred.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Advanced computer and math skills with ability to create and design mail merges, presentations, queries, formulated spreadsheets, and databases as needed.
2. Ability to troubleshoot programing issues to relay information to software provider.
3. Must be a self-motivated individual who can perform work duties independently and manage job responsibilities without guidance or supervision.
4. Due to the importance of the Districtwide responsibilities of the position the employee must be responsible for the completion of all assigned tasks regardless of standard work hours or personal conflicts.
5. Employee must adhere to strict professional confidentiality protocol.
6. Is mobile for extended periods of time based upon required tasks.
7. Is mobile to travel distances inside and outside school facilities.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

1. Supervise and implement specific duties.
2. Communicate effectively in English both orally and in writing.
3. Read and comprehend written material relative to the position.
4. Set an example of a stable emotional climate for staff.
5. Dress appropriately.
6. Demonstrate appropriate language usage.
7. Assist in the development of district budget.
8. Demonstrate an ability to cooperate toward district goals.
9. Maintain accurate accounting records in accordance with professional accounting standards.
10. Possess strong interpersonal skills both on the phone and one-to-one.
11. Maintain confidentiality regarding all personnel related information including, but not limited to, personal employee information in payroll, health insurances, life insurance, workers compensation, family medical leave, garnishments, personnel files, evaluations, loan applications, unpaid leaves, TIMS, PIMS, PERMS, etc., assisting in all aspects of contract negotiations including research and negotiation details, protected student information, Right-to-Know Requests, research and Right-to-Know responses, lawsuits, insurance considerations and other legal matters, etc.
12. Be able to lift boxes up to 50 pounds.
13. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
14. Be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

1. Benefits administration including eligibility tracking, dependent certification, enrollment, changes, and open enrollment, in compliance with insurance regulations, COBRA, FMLA, HIPAA, and ACA
2. Calculations of child rearing leaves
3. Complete Medicare Filing
4. Provide support to employees for medical claim issues.
5. Manage EBTEP administration.
6. ACA Tracking and Reporting
7. GASB 75 OPEB Management and Reporting
8. District Employee Contract Interpretation, Implementation, and support
9. Design and manage Employee Database used for salary calculations.
10. Design and manage database for HR Management
11. Create and distribute annual reasonable assurance notification forms.
12. Budget preparation including calculation of all base salaries and fringe benefits for Districtwide Budget
13. Annually develop districtwide payroll

14. Annually develop premium share deduction calculations for payroll
15. Annually develop group life tax calculations for payroll processing
16. Annually develop health insurance information for W2 reporting
17. Conduct and compile salary/benefits research for contract negotiations.
18. Compile data and provide assistance for Right to Know requests.
19. Responsible for clean local, state, and federal audits
20. Handle office correspondence, both incoming and outgoing.
21. Coordinate/Schedule all appointments with new employees for benefit coordination.
22. Answer telephone calls and give information to callers or route call to appropriate official. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.
23. File correspondence and other office documents. Establish office filing system for immediate supervisor.
24. Maintain databases and district file management systems.
25. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
26. Operate all office machines including payroll, copiers, computers, fax machines, etc.
27. Compose and produce documents and / or edit draft documents to produce its final version.
28. Prepare, copy, and distribute confidential materials.
29. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
30. Disperse office supplies and maintain inventory of these supplies.

Evaluation:

Performance of the position of Human Resources Benefits Coordinator will be evaluated by the Business Administrator or the Director of Human Resources.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **Head Payroll Coordinator**

REPORTS TO: Business Administrator

Qualifications:

1. College Degree preferred. High school graduate – supplemented by training courses or an equivalent combination of training and experience of a minimum of five years as an administrative assistant, accountant, bookkeeper, or similar position.
2. Experience preferred in administrative or managerial functions with the ability to perform essential functions.
3. Working knowledge of office programs, policies, and operations preferred.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Advanced computer and math skills with ability to create and design mail merges, presentations, queries, formulated spreadsheets, and databases as needed.
2. Ability to troubleshoot programming issues to relay information to software provider.
3. Must be a self-motivated individual who can perform work duties independently and manage job responsibilities without guidance or supervision.
4. Due to the importance of the Districtwide responsibilities of the position the employee must be responsible for the completion of all assigned tasks regardless of standard work hours or personal conflicts.
5. Employee must adhere to strict professional confidentiality protocol.
6. Is mobile for extended periods of time based upon required tasks.
7. Is mobile to travel distances inside and outside school facilities.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

1. Supervise and implement specific duties.
2. Communicate effectively in English both orally and in writing.
3. Read and comprehend written material relative to the position.
4. Set an example of a stable emotional climate for staff.
5. Dress appropriately.
6. Demonstrate appropriate language usage.
7. Assist in the development of district budget.
8. Demonstrate an ability to cooperate toward district goals.
9. Maintain accurate accounting records in accordance with professional accounting standards.
10. Possess strong interpersonal skills both on the phone and one-to-one.
11. Maintain confidentiality regarding all personnel related information including, but not limited to, personal employee information in payroll, health insurances, life insurance, workers compensation, family medical leave, garnishments, personnel files, evaluations, loan applications, unpaid leaves, TIMS, PIMS, PERMS, etc., assisting in all aspects of contract negotiations including research and negotiation details, protected student information, Right-to-Know Requests, research and Right-to-Know responses, lawsuits, insurance considerations and other legal matters, etc.
12. Be able to lift boxes up to 50 pounds.
13. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
14. Be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

1. Administer all aspects of payroll.
2. Supervise direct deposit accounts for payroll and work with banks to facilitate bi-weekly electronic transfer of payroll.
3. Calculate payroll according to employee experience and employment contract.
4. Make necessary salary adjustments/changes due to contractual obligations.
5. Calculate and submit monthly/quarterly taxes for Federal, state, and local filings.
6. Prepare and process W-2 forms for all employees.
7. Complete Federal, state, local tax return documents.
8. PSERS Employee Retirement System Administration including calculations and step-up for employees.
9. Complete PSERS monthly and year end reporting.
10. VOYA administration.
11. Workers Compensation Reporting and Administration.

12. Unemployment Compensation reporting and employment verification.
13. Manage 403B, Credit Union and other employment garnishments.
14. District employment contract interpretation and implementation.
15. Employee Retirement calculation, process, and coordinate employee retirement benefits.
16. Complete employee verification.
17. Assist with the data research for contract negotiations.
18. Responsible for clean local, state, federal audits.
19. Handle office correspondence, both incoming and outgoing.
20. Coordinate/Schedule all appointments unemployment, worker's compensation, and other employee matters.
21. Answer telephone calls and give information to callers or route call to appropriate official. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.
22. File correspondence and other office documents. Establish office filing system for immediate supervisor.
23. Maintain a database and district file management system for payroll, worker's compensation, unemployment, and various other human resources hearing and legal matters.
24. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
25. Operate all office machines including payroll, copiers, computers, fax machines, etc.
26. Compose and produce documents and / or edit draft documents to produce its final version.
27. Prepare, copy, and distribute confidential materials.
28. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
29. Disperse office supplies and maintain inventory of these supplies.

Evaluation:

Performance of the position of Head Payroll Coordinator will be evaluated by the Business Administrator

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **Districtwide Payroll Assistant/Budget Preparation/Grant/AFR Coordinator**

REPORTS TO: Business Administrator

Qualifications:

1. College Degree preferred. High school graduate – supplemented by training courses or an equivalent combination of training and experience of a minimum of five years as an administrative assistant, accountant, bookkeeper, or similar position.
2. Experience preferred in administrative or managerial functions with the ability to perform essential functions.
3. Working knowledge of office programs, policies, and operations preferred.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Advanced computer and math skills with ability to create and design mail merges, presentations, queries, formulated spreadsheets, and databases as needed.
2. Ability to troubleshoot programming issues to relay information to software provider.
3. Must be a self-motivated individual who can perform work duties independently and manage job responsibilities without guidance or supervision.
4. Due to the importance of the Districtwide responsibilities of the position the employee must be responsible for the completion of all assigned tasks regardless of standard work hours or personal conflicts.
5. Employee must adhere to strict professional confidentiality protocol.
6. Is mobile for extended periods of time based upon required tasks.
7. Is mobile to travel distances inside and outside school facilities.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

1. Supervise and implement specific duties.
2. Communicate effectively in English both orally and in writing.
3. Read and comprehend written material relative to the position.

4. Set an example of a stable emotional climate for staff.
5. Dress appropriately.
6. Demonstrate appropriate language usage.
7. Assist in the development of district budget.
8. Demonstrate an ability to cooperate toward district goals.
9. Maintain accurate accounting records in accordance with professional accounting standards.
10. Possess strong interpersonal skills both on the phone and one-to-one.
11. Maintain confidentiality regarding all personnel related information including, but not limited to, personal employee information in payroll, health insurances, life insurance, workers compensation, family medical leave, garnishments, personnel files, evaluations, loan applications, unpaid leaves, TIMS, PIMS, PERMS, etc., assisting in all aspects of contract negotiations including research and negotiation details, protected student information, Right-to-Know Requests, research and Right-to-Know responses, lawsuits, insurance considerations and other legal matters, etc.
12. Be able to lift boxes up to 50 pounds.
13. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
14. Be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

1. Districtwide Budget Preparation
2. Compile building budgets for budget analysis
3. Compile and Process State PDE-2028 General Fund Budget
4. Compile and Process State PDE-2057 Annual Financial Report including special PDE Required schedules.
5. Grant tracking, accounting
6. Prepare and submit quarterly grant reports and final expenditure reports.
7. Payroll specialist
8. Assist with annual independent audit report management and discussion analysis (MD&A)
9. Assist in data research for contract negotiations.
10. Responsible for clean local, state, and federal audits
11. Maintain EMMA database.
12. Preparation and balancing of monthly board reports for reconciliation for all bank accounts.
13. Handle office correspondence, both incoming and outgoing.
14. Coordinate/Schedule all appointments with new employees for benefit coordination.
15. Answer telephone calls and give information to callers or route call to appropriate official. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.

16. File correspondence and other office documents. Establish office filing system for immediate supervisor.
17. Maintain a data base and district file management system.
18. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
19. Operate all office machines including payroll, copiers, computers, fax machines, etc.
20. Compose and produce documents and / or edit draft documents to produce its final version.
21. Prepare, copy, and distribute confidential materials.
22. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
23. Disperse office supplies and maintain inventory of these supplies.

Evaluation:

Performance of the position of the Districtwide Payroll Assistant/Budget Preparation/Grant/AFR Coordinator will be evaluated by the Business Administrator.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **Accounts Payable Coordinator**

REPORTS TO: Business Administrator

Qualifications:

1. College Degree preferred. High school graduate – supplemented by training courses or an equivalent combination of training and experience of a minimum of five years as an administrative assistant, accountant, bookkeeper, or similar position.
2. Experience preferred in administrative or managerial functions with the ability to perform essential functions.
3. Working knowledge of office programs, policies, and operations preferred.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Advanced computer and math skills with ability to create and design mail merges, presentations, queries, formulated spreadsheets, and databases as needed.
2. Ability to troubleshoot programming issues to relay information to software provider.
3. Must be a self-motivated individual who can perform work duties independently and manage job responsibilities without guidance or supervision.
4. Due to the importance of the Districtwide responsibilities of the position the employee must be responsible for the completion of all assigned tasks regardless of standard work hours or personal conflicts.
5. Employee must adhere to strict professional confidentiality protocol.
6. Is mobile/sedentary for extended periods of time based upon required tasks.
7. Is mobile to travel distances inside and outside school facilities.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
14. Computer literate.

Essential Functions:

1. Supervise and implement specific duties.
2. Communicate effectively in English both orally and in writing.
3. Read and comprehend written material relative to the position.
4. Set an example of a stable emotional climate for staff.
5. Dress appropriately.
6. Demonstrate appropriate language usage.
7. Assist in the development of district budget.
8. Demonstrate an ability to cooperate toward district goals.
9. Maintain accurate accounting records in accordance with professional accounting standards.
10. Possess strong interpersonal skills both on the phone and one-to-one.
11. Maintain confidentiality regarding all personnel related information including, but not limited to, personal employee information in payroll, health insurances, life insurance, workers compensation, family medical leave, garnishments, personnel files, evaluations, loan applications, unpaid leaves, TIMS, PIMS, PERMS, etc., assisting in all aspects of contract negotiations including research and negotiation details, protected student information, Right-to-Know Requests, research and Right-to-Know responses, lawsuits, insurance considerations and other legal matters, etc.
12. Be able to lift boxes up to 50 pounds.
13. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
14. Be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

1. Manage and supervise Districtwide Accounts Payable
2. Advertise, schedule, manage and complete all districtwide bidding.
3. Process and develop districtwide bid reports for board approval.
4. Maintaining Chart of Accounts in compliance with PDE account code structure
5. Reconcile outside cyber school costs.
6. Responsible for obtaining tracking district liability insurances.
7. Supervise districtwide purchasing.
8. Monitor, supervise and manage energy and fuel bidding process.
9. Manage 1099 preparation and processing.
10. Management of debt service payments
11. Maintain and manage general ledger accounts and balance sheet.
12. Process and balance financial reports for Board meetings and audits
13. Responsible for clean local, state, and federal audits
14. Handle office correspondence, both incoming and outgoing.

15. Answer/return telephone calls from vendors and coworkers to give information or resolve issues.
16. File correspondence and other office records/documents.
17. Maintain databases, spreadsheets, and district file management system.
18. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
19. Operate all office machines including copiers, computers, fax machines, postage machine, check printers, calculators, etc.
20. Compose and produce documents and/or draft documents to produce its final version.
21. Prepare, copy, and distribute confidential materials.
22. Receive, open, and route incoming mail. May, on occasion, deliver mail items to the post office, Fed-Ex, or UPS locations.
23. Disperse office supplies and place orders for these supplies.

Evaluation:

Performance of the position of Accounts Payable Coordinator will be evaluated by the Business Administrator.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **Accounts Receivable & Cafeteria Accounting Coordinator**

REPORTS TO: Business Administrator

Qualifications:

1. College Degree preferred. High school graduate – supplemented by training courses or an equivalent combination of training and experience of a minimum of five years as an administrative assistant, accountant, bookkeeper, or similar position.
2. Experience preferred in administrative or managerial functions with the ability to perform essential functions.
3. Working knowledge of office programs, policies, and operations preferred.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Advanced computer and math skills with ability to create and design mail merges, presentations, queries, formulated spreadsheets and databases as needed.
2. Ability to troubleshoot programming issues to relay information to software provider.
3. Must be a self-motivated individual who can perform work duties independently and manage job responsibilities without guidance or supervision.
4. Due to the importance of the Districtwide responsibilities of the position the employee must be responsible for the completion of all assigned tasks regardless of standard work hours or personal conflicts.
5. Employee must adhere to strict professional confidentiality protocol.
6. Is mobile for extended periods of time based upon required tasks.
7. Is mobile to travel distances inside and outside school facilities.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

1. Supervise and implement specific duties.
2. Communicate effectively in English both orally and in writing.
3. Read and comprehend written material relative to the position.

4. Set an example of a stable emotional climate for staff.
5. Dress appropriately.
6. Demonstrate appropriate language usage.
7. Assist in the development of district budget.
8. Demonstrate an ability to cooperate toward district goals.
9. Maintain accurate accounting records in accordance with professional accounting standards.
10. Possess strong interpersonal skills both on the phone and one-to-one.
11. Maintain confidentiality regarding all personnel related information including, but not limited to, personal employee information in payroll, health insurances, life insurance, workers compensation, family medical leave, garnishments, personnel files, evaluations, loan applications, unpaid leaves, TIMS, PIMS, PERMS, etc., assisting in all aspects of contract negotiations including research and negotiation details, protected student information, Right-to-Know Requests, research and Right-to-Know responses, lawsuits, insurance considerations and other legal matters, etc.
12. Be able to lift boxes up to 50 pounds.
13. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
14. Be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

1. Local State, and Federal Revenue Accounting
2. Cafeteria Accounting and State reporting
3. Tax Collector tracking and settlements
4. Banking and Cash Flow Management and Investments
5. Prepare DV 2000 annual reports for submission to the state.
6. Maintain Student Scholarship accounts.
7. Inventory Management per GASB34
8. Reporting of taxpayer proper residence
9. District Activity Accounts
10. Tracking of Districtwide Conferences including verification of costs
11. Assist in data research for contract negotiations.
12. Responsible for clean local, state, and federal audits
13. Handle office correspondence, both incoming and outgoing.
14. Answer telephone calls and give information to callers or route call to appropriate official. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.
15. File correspondence and other office documents. Establish office filing system for immediate supervisor.
16. Maintain a data base and district file management system.
17. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.

18. Operate all office machines including payroll, copiers, transcribing machines, computers, fax machines, etc.
19. Compose and produce documents and / or edit draft documents to produce its final version.
20. Prepare, copy, and distribute confidential materials.
21. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
22. Disperse office supplies and maintain inventory of these supplies.
23. Coordinate office machine repairs and order supplies as needed.

Evaluation:

Performance of the position of Accounts Receivable & Cafeteria Accounting Coordinator will be evaluated by the Business Administrator.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **Human Resources Attendance and Tuition Reimbursement Coordinator**

REPORTS TO: Business Administrator or Director of Human Resources

Qualifications:

1. College Degree preferred. High school graduate – supplemented by training courses or an equivalent combination of training and experience of a minimum of five years as an administrative assistant, accountant, bookkeeper, or similar position.
2. Experience preferred in administrative, managerial functions with the ability to perform essential functions.
3. Working knowledge of office programs, policies, and operations preferred.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Advanced computer and math skills with ability to create and design mail merges, presentations, queries, formulated spreadsheets and databases as needed.
2. Ability to troubleshoot programing issues to relay information to software provider
3. Must be a self-motivated individual who can perform work duties independently and manage job responsibilities without guidance or supervision
4. Due to the importance of the Districtwide responsibilities of the position the employee must be responsible for the completion of all assigned tasks regardless of standard work hours or personal conflicts
5. Employee must adhere to strict professional confidentiality protocol
6. Is mobile for extended periods of time based upon required tasks.
7. Is mobile to travel distances inside and outside school facilities.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

1. Supervise and implement specific duties
2. Communicate effectively in English both orally and in writing.
3. Read and comprehend written material relative to the position.
4. Set an example of a stable emotional climate for staff.
5. Dress appropriately.
6. Demonstrate appropriate language usage.
7. Assist in the development of district budget
8. Demonstrate an ability to cooperate toward district goals.
9. Maintain accurate accounting records in accordance with professional accounting standards.
10. Possess strong interpersonal skills both on the phone and one-to-one.
11. Maintain confidentiality regarding all personnel related information including, but not limited to, personal employee information in payroll, health insurances, life insurance, workers compensation, family medical leave, garnishments, personnel files, evaluations, loan applications, unpaid leaves, TIMS, PIMS, PERMS, etc., assisting in all aspects of contract negotiations including research and negotiation details, protected student information, Right-to-Know Requests, research and Right-to-Know responses, lawsuits, insurance considerations and other legal matters, etc.
12. Be able to lift boxes up to 50 pounds.
13. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
14. Be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

1. Districtwide Attendance Management and attendance database management
2. Employee Tuition Reimbursement and Professional Credits Tracking
3. Capital Projects Accounting
4. Payroll Specialist
5. Assistant Employee Benefits Specialist
6. Annual Compensated Absence calculations
7. Tracking annual balance of union sick banks
8. Managing legal advertisements
9. Assist in data research for contract negotiations
10. Commissioned Notary Public
11. Responsible for clean local, state, and federal audits
12. Handle office correspondence, both incoming and outgoing.
13. Answer telephone calls and give information to callers or route call to appropriate official. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.

14. File correspondence and other office documents. Establish office filing system for immediate supervisor.
15. Maintain a data base and district file management system.
16. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
17. Operate all office machines including payroll, copiers, computers, fax machines, etc.
18. Compose and produce documents and / or edit draft documents to produce its final version.
19. Prepare, copy, and distribute confidential materials.
20. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
21. Disperse office supplies and maintain inventory of these supplies.

Evaluation:

Performance of the position of Human Resources Attendance and Tuition Reimbursement Coordinator will be evaluated by the Business Administrator or Director of Human Resources.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: Communications Coordinator

REPORTS TO: Assistant to the Superintendent for Academic Leadership and Culture

Qualifications:

1. College Degree preferred. High school graduate – supplemented by training courses or an equivalent combination of training and experience of a minimum of five years as an administrative assistant, accountant, bookkeeper, or similar position.
2. Experience preferred in administrative or managerial functions with the ability to perform essential functions.
3. Working knowledge of office programs, policies, and operations preferred.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Advanced computer and math skills with ability to create and design mail merges, presentations, queries, formulated spreadsheets, and databases as needed.
2. Ability to troubleshoot programing issues to relay information to software provider.
3. Must be a self-motivated individual who can perform work duties independently and manage job responsibilities without guidance or supervision.
4. Due to the importance of the Districtwide responsibilities of the position the employee must be responsible for the completion of all assigned tasks regardless of standard work hours or personal conflicts.
5. Employee must adhere to strict professional confidentiality protocol.
6. Is mobile for extended periods of time based upon required tasks.
7. Is mobile to travel distances inside and outside school facilities.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

1. Supervise and implement specific duties.
2. Communicate effectively in English both orally and in writing.

3. Read and comprehend written material relative to the position.
4. Set an example of a stable emotional climate for staff.
5. Dress appropriately.
6. Demonstrate appropriate language usage.
7. Assist in the development of district budget.
8. Demonstrate an ability to cooperate toward district goals.
9. Maintain accurate accounting records in accordance with professional accounting standards.
10. Possess strong interpersonal skills both on the phone and one-to-one.
11. Maintain confidentiality regarding all personnel related information including, but not limited to, personal employee information in payroll, health insurances, life insurance, workers compensation, family medical leave, garnishments, personnel files, evaluations, loan applications, unpaid leaves, TIMS, PIMS, PERMS, etc., assisting in all aspects of contract negotiations including research and negotiation details, protected student information, Right-to-Know Requests, research and Right-to-Know responses, lawsuits, insurance considerations and other legal matters, etc.
12. Be able to lift boxes up to 50 pounds.
13. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
14. Be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

1. Coordinator of Districtwide Communications
2. District website information, news, and maintenance
3. District App information, news, and maintenance
4. Maintains main campus marquee.
5. Social Media posts / Public Relations
6. Creates District publications such as parent information guides.
7. Pre-K Program/PKC Grant program management, including advertising, enrollment, parent communication, database management, purchasing and financial documentation/tracking/reconciliation.
8. Liaison to Center for Developmental Disabilities for PKC program
9. Assists with the coordination of EITC grant programs.
10. Coordinates the home education program.
11. Tracks and maintains database of home education students.
12. Tracks and maintains database of private school students.
13. Tracks and maintains database of outside cyber students.
14. Monitors and reconciles all outside cyber student enrollments/withdrawals and invoicing.
15. Homeless Student Tracking and documentation completion
16. Manages Title I student assessment and records.

17. Assists with the management of the Title I program grants and regulations, including purchasing and financial documentation/tracking/reconciliation.
18. Assists with the day-to-day operational needs of the Title 1 staff.
19. Assists with the management of the DVOG program grants and regulations, including purchasing and financial documentation/tracking/reconciliation.
20. Assists day to day operational needs of the DVOG staff.
21. Manages day to day operations of the Assistant Superintendent's Office
22. Manages day to day operations of the Director of Elementary Education's Office
23. Maintains the budget for the Assistant Superintendent's and Director of Elementary Education's office.
24. Handles the confidential communication from the Assistant Superintendent's Office
25. Prepares and distributes the Teacher Evaluation Plan binders.
26. Assists Human Resources with FBI fingerprinting.
27. Handles office correspondence, both incoming and outgoing.
28. Answer telephone calls and give information to callers or route call to appropriate official. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.
29. File correspondence and other office documents. Establish office filing system for immediate supervisor.
30. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
31. Operate all office machines including copiers, computers, fax machines, etc.
32. Compose and produce documents and/or edit draft documents to produce its final version.
33. Prepare, copy, and distribute confidential materials.
34. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
35. Disperse office supplies and maintain inventory of these supplies.

Evaluation:

Performance of the position of Communications Coordinator will be evaluated by the Assistant to the Superintendent for Academic Leadership and Culture.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **PRINCIPAL'S SECRETARY**

REPORTS TO: The Building Principal

Qualifications:

1. High school graduate – secretarial courses.
2. At least two years of experience as a secretary.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Computer literate.

Essential Functions:

The principal's secretary shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills both on the phone and one-to-one.
10. Maintain confidentiality.
11. Be able to lift boxes up to 50 pounds.
12. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
13. Possess skills to supervise students in varied settings.
14. Perform essential nurse's duties in the nurse's absence.
15. Be available for inservice programs that will enhance skills.

16. Perform all essential functions of a classroom teacher.
17. Be able to work independently, without supervision.
18. Possess good decision-making skills in pressure situations.

Duties:

The principal's secretary will:

1. Handle office correspondence, both incoming and outgoing, as well as compose routine letters for the building principal.
2. Schedule all appointments for the building principal.
3. Answer telephone and give information to callers or route call to appropriate official. Place outgoing calls for the building principal and communicate with them in a professional manner.
4. File correspondence and other office documents. Establish office filing system for building principal.
5. Greet visitors, ascertain nature of business, and direct visitors to appropriate persons.
6. Operate all office machines including copiers, computers, fax machines, etc.
7. Take dictation in shorthand and voice recordings and produce word processed materials.
8. Type/word process various materials from draft form or dictation and produce its final version.
9. Process purchase orders and maintain records of requested purchases.
10. Accurately enter student information into district/state database and compile reports in accordance with established timelines.
11. Compile, type, and record statistical and/or written reports.
12. Prepare, copy, and distribute confidential materials.
13. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
14. Disburse office supplies and maintain inventory of these supplies.
15. Serve as office manager for the coordination of tasks to be completed and delegation thereof; is an authorized signature for the school activity fund, balance the checking account, prepare deposit slips and count cash received, and prepare board financial reports.
16. Prepare annual budget and maintain records of purchase orders and balances of school budgetary accounts.
17. Perform any secretarial service deemed necessary by the building principal.

Evaluation:

Performance of the position of Principal's Secretary will be evaluated by the building Principal.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **SECRETARY**

REPORTS TO: The Immediate Supervisor

Qualifications:

1. High school graduate – secretarial courses.
2. At least two years of experience as a secretary.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Computer literate.

Essential Functions:

The Secretary shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills both on the phone and one-to-one.
10. Maintain confidentiality.
11. Be able to lift boxes up to 50 pounds.
12. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
13. Possess skills to supervise students in varied settings.
14. Perform essential nurse's duties in the nurse's absence.
15. Be available for in-service programs that will enhance skills.

16. Be able to work independently, without supervision.
17. Possess good decision-making skills in pressure situations.

Duties:

The Secretary will:

1. Handle office correspondence, both incoming and outgoing, as well as compose routine letters for the immediate supervisor.
2. Schedule all appointments for the immediate supervisor.
3. Answer telephone calls and give information to callers or route call to appropriate official. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.
4. File correspondence and other office documents. Establish office filing system for immediate supervisor.
5. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
6. Operate all office machines including copiers, transcribing machines, computers, fax machines, etc.
7. Take dictation in shorthand and voice recordings and produce word processed materials.
8. Type/word process various materials from draft form or dictation and produce its final version.
9. Type purchase orders and maintain records of requested purchases.
10. Maintain records of student daily attendance, prepare reports as requested by immediate supervisor.
11. Accurately enter student information into district/state database and compile reports in accordance with established timelines.
12. Prepare, copy, and distribute confidential materials.
13. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
14. Disperse office supplies and maintain inventory of these supplies.
15. Perform any secretarial service deemed necessary by the immediate supervisor and/or building Principal.

Evaluation:

Performance of the position of Secretary will be evaluated by the immediate supervisor.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **TRANSPORTATION SECRETARY**

REPORTS TO: The Director of Support Services

Qualifications:

1. College graduate.
2. At least two years' experience as a secretary preferably in transportation sector.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Computer literate.

Essential Functions:

The Secretary to the Director of Support Services shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills both on the phone and one-to-one.
10. Maintain confidentiality.
11. Be able to lift boxes up to 50 pounds.
12. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
13. Possess skills to supervise students in varied settings.
14. Must be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

The Secretary to the Director of Support Services will:

1. Handle office correspondence, both incoming and outgoing, as well as compose routine letters for the Director of Support Services.
2. Assist Director of Support Services in development of budgets.
3. Answer telephone and give information to callers or route call to appropriate official. Place outgoing calls for the Director of Support Services and communicate with them in a professional manner.
4. File correspondence and other office documents. Establish office filing system for the Director of Support Services.
5. Greet visitors, ascertain nature of business, and direct visitors to appropriate persons.
6. Operate all office machines including copiers, transcribing machines, computers, fax machines, etc.
7. Maintain contractor clearance log.
8. Disperse office supplies, maintain inventory of these supplies.
9. Compile, type, and record statistical and/or written reports, i.e., rosters, ridership, BCR's.
10. Prepare, copy, and distribute confidential materials.
11. Type various materials from draft form and produce in final version.
12. Compile membership and absence data used to complete Department of Education reports.
13. Understand Versa Trans and facilitate efficient bus routing.
14. Handle and/or channel telephone calls pertaining to the Director of Support Services (change of bus assignments, bus complaints, change of address).
15. Type and update bus rosters to keep drivers informed of any changes through the Director of Support Services.
16. Assist the Director of Support Services during emergency situations such as school closings, early dismissals, bus breakdown, either by telephone or radio control.
17. Perform any secretarial service deemed necessary by the Director of Support Services including communication with drivers, monitors, and DVSD Associates.
18. Understand PowerSchool and registration procedures to facilitate enrollment of students.

Evaluation:

Performance of the position of Transportation Secretary will be evaluated by the Director of Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **ACCOUNTS PAYABLE SECRETARY (Support Services)**

REPORTS TO: The Director of Support Services

Qualifications:

1. College degree – secretarial courses.
2. At least two years' experience as a secretary.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Computer literate.

Essential Functions:

Accounts Payable Secretary shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills both on the phone and one-to-one.
10. Maintain confidentiality.
11. Be able to lift boxes up to 50 pounds.
12. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
13. Possess skills to supervise students in varied settings.
14. Must be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

The Secretary to the Director of Support Services will:

1. Handle office correspondence, both incoming and outgoing, as well as compose routine letters for the Director of Support Services.
2. Schedule appointments for the Director of Support Services as needed.
3. Answer telephone and give information to callers or route call to appropriate official. Place outgoing calls for the Director of Support Services and communicate with them in a professional manner.
4. File correspondence and other office documents. Establish office filing system for the Director of Support Services.
5. Greet visitors, ascertain nature of business, and direct visitors to appropriate persons.
6. Operate all office machines including copiers, transcribing machines, computers, fax machines, etc.
7. Understand A/P System and payroll procedures.
8. Disperse office supplies, maintain inventory of these supplies.
9. Process purchase orders and maintain records of requested purchases.
10. Compile, type, and record statistical and/or written reports, i.e., absence reports.
11. Prepare, copy, and distribute confidential materials.
12. Receive, open, stamp, and route incoming mail.
13. Type various materials from draft form and produce in final version.
14. Handle and/or channel telephone calls pertaining to the Director of Support Services (change of bus assignments, bus complaints, change of address).
15. Assist the Director of Support Services during emergency situations such as school closings, early dismissals, bus breakdown, either by telephone or radio control.
16. Perform any secretarial service deemed necessary by the Director of Support Services.

Evaluation:

Performance of the position of Accounts Payable Secretary will be evaluated by the Director of Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.