



Position Description
Clerical Job Grade 4 – Accountability & Assessments

Salary Level: Based on Experience and Qualifications

Prepared Date: September 28, 2015

Contract/Benefits: Set by Board of Directors

Prepared by: David Elcock, Director, Human Resources

Location: Central Administration Building

Approved By: Christina Mazzella, Executive Director, Human Resources

Reports To: Designated District Level Administrator

Qualifications:

1. Two to three years related experience or training in an administrative support role.
2. Demonstrated ability to read, comprehend, and interpret complex instructions, correspondence, and memos; demonstrated ability to compose various types of correspondence.
3. Demonstrated ability to perform basic math functions, such as addition, subtraction, multiplication, and division in all units of measure, using whole numbers, common fractions, and decimals; demonstrated ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
4. Demonstrated ability to perform instructions furnished in verbal, written, or visual form; ability to deal with problems involving several concrete variables in standardized situations.
5. Ability to access the Internet and collect research on methods and samples of procedures and documents in other districts or organizations.
6. Proficiency in Microsoft Office applications, including, but not limited to, Microsoft Excel and Word.
7. Working knowledge of Sapphire Student Information system preferred.
8. Consistent record of satisfactory work performance.
9. Acceptable criminal and child abuse clearances (Acts 34, 114, and 151).
10. Such additional or alternatives to the above qualifications as the board or superintendents may determine appropriate and acceptable.

Summary

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the required knowledge, skills, and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Schedules appointments, provides information, and otherwise relieves supervisor of clerical work and administrative details by performing the following duties:

Essential Duties and Responsibilities

1. Reads and routes incoming mail; organizes and prepares appropriate files and correspondence for supervisor response.

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2. Assists in maintaining accurate records related to progress toward achieving the superintendent's or School Board goals and priorities.
 3. Composes and types various types of correspondence, as required.
 4. Organizes and maintains file system; maintains accurate files, correspondence, and other records for assigned administrators; coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
 5. Answers and screens supervisor's telephone calls, and arranges conference calls, as needed.
 6. Coordinates supervisor's schedule, including scheduling appointments; coordinates travel schedules and reservations.
 7. Provides staff training on the Student Information System (SIS), including but not limited to Enrollment and Scheduling procedures.
 8. Assists with processing forms in response to Pennsylvania Department of Education information requests and submissions.
 9. Greets scheduled visitors and conducts them to appropriate areas or persons.
 10. Conducts research, and compiles and types statistical reports as required by supervisor, and in collaboration with other departments.
 11. Makes copies of correspondence and other printed materials.
 12. Prepares outgoing mail and correspondence, including e-mail and faxes.
 13. Orders and maintains supplies, and arranges for equipment maintenance.
 14. Prepares agendas, minutes, and other documentation for meetings.
 15. Assists with development of department budget.
 16. Prepares or generates reports as requested or needed for various reporting agencies.
 17. Performs such other tasks and assumes such other responsibilities, as assigned or delegated by the supervisor.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies consistently:

Interpersonal Skills

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Solicits parent feedback to improve transportation effectiveness; Meets commitments made to parents and the community; Maintains confidentiality; demonstrates objective approaches to communicating with staff and constituents; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively; Works well with others.

Leadership Skills

Develops workable implementation plans; Makes self accessible to principals and staff; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Adheres to safety and security procedures; Identifies and resolves problems in a timely manner.

Organizational Skills

Works with accuracy when monitoring all cost-related tasks; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Personal Competencies

Exhibits sound and accurate judgment; Treats people with respect; Works ethically and with integrity; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Demonstrates accuracy and thoroughness; Follows instructions, responds to supervisory direction; Takes responsibility for own actions.

Physical Demands

The physical demands described here are representative of those associated with successful performance of the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the secretary is regularly required to talk or hear. The secretary is frequently required to walk, climb stairs, bend, and lift. The secretary is required to use hands and fingers to handle documents, telephone, etc. The secretary is occasionally required to stand, sit, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position