



NOTICE OF VACANCY

POSITION TITLE:	Substitute Employee
DEPARTMENT:	Administrative, Instructional and Support Staff Teams
CLASSIFICATION:	Substitute Staff
REPORTS TO:	Immediate Supervisor as listed on the position description of the position for which (s)he is serving as a substitute.
LICENSES/CERTIFICATIONS:	Refer to the specific position description.
QUALIFICATIONS:	A. Minimum High School diploma or GED. B. Good communication, organization and interpersonal skills. C. Additional qualifications are noted on specific position description for which the substitute has been contacted.
POSITION GOAL:	Professionally fulfill the goals and objectives of the school as prescribed by the Berks Career & Technology Center Joint Operating Committee. Perform the job responsibilities for the assigned position.
PERFORMANCE RESPONSIBILITIES:	The essential functions of this position include, but are not limited to, the following fundamental duties: I. General A. Report to the main office upon arrival at the school for an orientation and training, as necessary. B. Assume the day-to-day responsibilities of the staff member for which (s)he is serving as a substitute. The applicable position description and other pertinent information will be provided to the substitute upon arrival. C. Maintain, as fully as possible, the established routines and procedures of the position to which assigned. D. Maintain a safe and secure environment at all times and immediately report any injury, accident or illnesses to the appropriate authority. E. Maintain and respect confidentiality of student and school personnel information. F. Communicate, collaborate and cooperate with colleagues, supervisors and students. G. Follow non-discriminatory practices in all activities. H. Maintain a professional attitude and appearance. I. Perform other related duties or tasks as assigned by the supervisor and/or designee.
POSITION SPECIFICATIONS:	See attachment.
TERM OF EMPLOYMENT:	Full-time position, schedule congruent with school year calendar.
SALARY:	Salary commensurate with certification and experience within Instructor Salary Schedule per BCTCEA agreement.
EVALUATION:	Performance in this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel.
CONTACT TO APPLY:	Human Resource Specialist Berks Career & Technology Center 1057 County and Welfare Road Leesport, PA 19533

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POSITION DESCRIPTION



POSITION TITLE:	Secretary to the Principal
DEPARTMENT:	Clerical Team
CLASSIFICATION:	Support Staff
REPORTS TO:	Principal
LICENSES/CERTIFICATIONS:	Microsoft Office Specialist (MOS) Certification in Word – Core.
QUALIFICATIONS:	A. High School Diploma or GED required. B. Knowledge and experience with personal computers and office equipment preferred. C. Microsoft Office Specialist (MOS) Certification in Access – Core and Excel - Core preferred. D. Good communication and interpersonal skills required.
POSITION GOAL:	Provide secretarial and support services to the Principal.
PERFORMANCE RESPONSIBILITIES:	The essential functions of this position include, but are not limited to, the following fundamental duties: A. Process payroll documentation. B. Create purchase requisitions. C. Process professional development requests. D. Process paperwork related to teacher evaluations. E. Track purchases from time of order to receipt. F. Process hand check requests. G. Facilitate the process involved with consumable bids. H. Process donation request forms and donated vehicle forms. I. Process college course enrollment documentation. J. Prepare end of year inventory checklist. K. Assist in assimilating budget information. L. Prepare inventory vouchers for transfer of funds between labs. M. Prepare inventory control information from data received from lab instructors of fixed asset acquisition form. N. Provide clerical support Principal. O. Provide clerical support for faculty and staff. P. Maintain petty cash. Q. Maintain office environment; assist visitors at the main office counter. R. Receive deliveries from UPS, Federal Express, Office Services, RPS, Document delivery, etc. S. Process live work permits. T. Process general and automotive invoices. U. Serve as the building level telephone receptionist. J. Perform other duties as assigned by Principal.
POSITION SPECIFICATIONS:	See attachment.
TERM OF EMPLOYMENT:	Full-time, year-round position.

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POSITION DESCRIPTION



Secretary to the Principal

PAGE 2

EVALUATION: Performance in this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Berks Career and Technology Center Business Office of any and all reasonable accommodations that will be required.

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Berks Career & Technology Center
ADA POSITION SPECIFICATIONS
(Addendum to the Position Description and Notice of Vacancy)

CLASS TITLE Secretary to the Principal **DEPARTMENT** Clerical

The position description or notice of vacancy should include the position purpose and responsibilities statement to include the position's intent.

SKILLS REQUIRED:

NUMBER SKILLS (Check one)

- ☐ No number skills required
☐ Counting skills
☒ Basic math skills (+, -, x, /)
☐ Advanced math skills (fractions, %, formulas, equations)

WRITING SKILLS (Check one)

- ☐ No writing skills required
☐ Limited (write and take simple notes)
☒ Extensive (prepare and organize complete document)

SENSORY SKILLS (Check all that apply)

- ☒ Visual
☒ Hearing
☒ Speaking
☐ Other communication skills acceptable

READING SKILLS (Check one)

- ☐ No reading skills required
☐ Recognition of letters/words
☒ Understanding of written directions

VERBAL COMMUNICATIONS SKILLS (Check one)

- ☐ No verbal communication required
☐ Limited (give and take directions)
☒ Extensive (provide information and assistance regularly)
☐ Other communication skills acceptable

KEYBOARD SKILLS (Check one)

- ☐ No Keyboard skills required
☒ Keyboard skills required

OVERALL AMOUNT OF TIME THE EMPLOYEE SPENDS:

Standing	<u>20</u>	%	Working indoors	<u>100</u>	%	Alone	<u>70</u>	%
Walking	<u>15</u>	%	Working outdoors	<u>0</u>	%	In Groups *	<u>30</u>	%
Sitting	<u>65</u>	%	Must total 100%	<u>100</u>	%	Must total 100%	<u>100</u>	%
Must total 100%	<u>100</u>	%				* Specify approximate number of people:	<u>6</u>	

ESSENTIAL RANGE OF MOTION: (Place checkmark in the box that best represents the frequency of each required physical activity)

ACTIVITY	Never	Occasionally	Frequently	Continuously	MOVEMENT	Never		Occasionally		Frequently		Continuously						
Climb Ladder		✓				Lift	Carry	Lift	Carry	Lift	Carry	Lift	Carry					
Climb Stairs		✓			0 – 10 lbs.			✓	✓									
Crawl	✓				11 – 25 lbs.			✓	✓									
Kneel		✓			26 – 50 lbs.			✓	✓									
Lift		✓			Over 50 lbs.	✓	✓											
Mop/sweep		✓				Push	Pull	Push	Pull	Push	Pull	Push	Pull					
Reach above shoulder		✓			0 – 10 lbs.			✓	✓									
Reach at shoulder		✓			11 – 25 lbs.	✓	✓											
Reach below shoulder		✓			26 – 50 lbs.	✓	✓											
Work above ground				✓	Over 50 lbs.	✓	✓											
Work underground	✓				HAND/FOOT COORDINATION	<i>Never</i>		<i>Occasionally</i>		<i>Frequently</i>		<i>Continuously</i>						
Ride		✓				Left	Right	Left	Right	Left	Right	Left	Right					
Shovel	✓				Fine Manipulation					✓	✓							
Sit			✓		Gross Manipulation			✓	✓									
Squat		✓			Simple Grasping			✓	✓									
Stoop/Bend		✓			Power Grasping	✓	✓											
Stretch		✓			Hand/Wrist					✓	✓							
Twist		✓			Twisting													
Walk		✓			Foot Use	✓	✓											
Stand		✓			Exposure to dust, gas, or fumes.....										YES		NO	✓
Other					If yes, description of exposure:													

☒ Check if typical office conditions.

WORKING CONDITIONS: (Describe the physical environment of the position, e.g., range of temperature at work site; dry/wet conditions; noise levels; presence of dusts, odors, gases and/or fumes; lighting levels; ventilation; cramped spaces, etc.)

LIST VEHICLES OR MOTORIZED EQUIPMENT AND MACHINES, TOOLS, OFFICE EQUIPMENT, MATERIALS, AND OTHER SPECIAL EQUIPMENT USED IN THE PERFORMANCE OF THE POSITION: *Personal computer, phone, fax machine*