

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **SECRETARY/RECEPTIONIST - OFFICE OF SUPPORT SERVICES**

QUALIFICATIONS:

High School Diploma, Associate Degree preferred
Combination of education and experience necessary to perform job responsibilities.
Demonstrated ability to type, maintain records, file, and communicate effectively.
Personal characteristics necessary for working successfully with others and in team efforts.
Ability to deal with inquiries from the community accurately and in a courteous manner.
Ability to maintain confidentiality of student information per regulatory requirements.
Ability to work in a busy office environment.

REPORTS TO: Director of Office of Support Services

SUPERVISES: None

JOB GOAL: The Secretary/Receptionist will maintain effective and efficient operation of the Office of Support Services. .

PERFORMANCE RESPONSIBILITIES:

1. Serve as receptionist and office assistant to the Director and all staff of the Office of Support Services
2. Assist with the maintenance of accurate student information in the special education/Section 504 referral and eligibility process via printed records, IEP Online and other software programs.
3. Assist the Support Services Specialist with assigned tasks for issuing notices of eligibility meetings and requests for records.
4. Receive and transfer telephone calls and messages to staff in a courteous manner.
5. Complete reports, forms, correspondence or other data formats as needed by the Director and other personnel.
6. Prepare bills for payment and other requisitions and submit to the School Board office in accordance with established procedures.
7. Review travel reimbursements and part-time employee reports and submit to the School Board Office in accordance with established procedures.

8. Maintain the records of sick, personal and vacation leave for the Office of Support Services staff.
9. Maintain special education forms and distribute to staff and schools as needed.
10. Maintain inventory of office supplies and equipment and replenish as needed.
11. Maintain general files for Office of Support Services, as assigned.
12. Assist the Secretary/Computer Specialist as needed.
13. Assist Support Services staff, ECSE staff, and regional Vision Program staff as needed.
14. Other duties as assigned or required.

PHYSICAL REQUIREMENTS:

Involves limited physical tasks including lifting and moving supplies and office materials.

Involves limited traveling between schools, to school division central office and other assigned tasks such as going to the Post Office or picking up and delivery to other sites in the community.

Operation of computer, keyboarding, calculator, etc. and software programs Microsoft Word and Microsoft Excel.

TERMS OF EMPLOYMENT: 12 month contract, Secretary/Bookkeeper Salary Scale as approved by the School Board.

EVALUATION: Performance of this job will be evaluated by Director of Support Services in accordance with provisions of the School Board's policy on Evaluation of Personnel.