

**Summer School Secretary/MEC**

**Primary Function**

To assist in the registration and set-up, and organization of the Summer Enrichment Program (SEP) and the Extended School Year (ESY) programs.

**Organizational Relationships**

Reports to the Administrator for Student and Special Services and the SEP/ESY Coordinators

**Qualifications**

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle employee and student information with confidentiality.

**Performance Responsibilities**

1. Maintain, accurately, all records, files and correspondence required by the SEP and ESY.
2. Conduct student registrations and maintain SEP/ESY student database.
3. Create contracts for teachers and paraprofessionals, and other SEP/ESY support staff.
4. Provide Human Resources with contract and assignment information for payroll purposes.
5. Maintain class lists for SEP/ESY and send out student notices for classes one week before SEP/ESY begins.
6. Process SEP/ESY payments following practices established by the Business Office. Assist in the preparation of SEP/ESY financial records.
7. Order supplies and make ready all materials for teachers.
8. Perform usual office routines and procedures.
9. Ensure that hiring practices comply with all District Human Resources policies.
10. Perform various other related office duties as assigned by the SEP/ESY Coordinator.

**Terms of Employment**

Temporary employment from approximately January 1 through the first week of summer school (approximately June 26).

**Evaluation**

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

1/2016