



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Program Secretary

Job Summary:

The program secretary works directly with a building principal or administrator. The program secretary is responsible for clerical/secretarial tasks of the building principal/administrator. Coordinates the workflow of other secretaries in the assigned area of responsibility if applicable. Assists building/program staff as needed.

Essential Duties (May include, but not limited to):

1. Works directly with a building principal or administrator.
2. Responsible for clerical/secretarial tasks of the building principal/administrator including the scheduling of meetings and events.
3. Coordinates the workflow and training of other secretaries in the assigned area of responsibility if applicable.
4. Assists building/program staff as needed.
5. Serves as liaison between the assigned building/program, other ISD programs, staff from the constituent school districts, and business/community partners.
6. Completes electronic and/or manual bookkeeping/accounting tasks related to the assigned area of responsibility.
7. Maintains staff payroll and attendance records in accordance with district standards.
8. Utilizes district software for daily assignment and reassignment of substitute employees to ensure buildings/programs are fully staffed and student needs are met.
9. Develops, coordinates, and maintains electronic and paper filing systems in the assigned area of responsibility.
10. Schedules meeting rooms as needed in the assigned area of responsibility and makes appropriate preparations for meetings.
11. Creates and prepares reports, correspondence, and documents in accordance with district standards identified in the GISD Style and Procedures Guide.
12. Responsible for the use of district technology to include word processing, printing, scanning, database and spreadsheet development and maintenance in the assigned area of responsibility.

(Continued on next page)

Program Secretary

Page 2

Essential Duties Continued

13. Coordinates and maintains student records and prepares necessary documentation for the biannual pupil accounting audit.
14. Consistently models Win-Win leadership.

Other Duties:

1. Represents the program on district committees as requested.
2. Performs other related duties as assigned.

Qualifications:

Education:

High school diploma/equivalent plus thirty hours of documented coursework or study beyond high school required. Associate's degree preferred.

Experience:

Minimum three (3) years' successful secretarial experience required; five (5) years preferred. Experience in an educational agency is preferred.

Skills:

1. Ability to pass proficiency testing at the intermediate skill level, and maintain proficiency in Microsoft Word and Excel, business math, spelling and typing (45wpm) required.
2. The ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district.
3. Ability to solve complex problems, manage multiple tasks, demonstrate effective time management skills, meet deadlines, and produce accurate work. Detail oriented.
4. Effective oral and written communication skills.
5. Strong teamwork, interpersonal communication, and problem-solving skills.
6. Possess a positive service orientation and provide leadership in the office environment.
7. Take initiative to ensure smooth operation of the school office.
8. Able to work a flexible workday, work week and work year.
9. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position.
10. Maintain integrity with confidential information.
11. Represent the district in a professional manner and able to maintain a calm, always poised and professional image.
12. Demonstrate honesty, integrity, and professionalism at all times.
13. Punctuality and good attendance are requirements for the position.
14. Ability to exercise good judgement and make decisions in accordance with board policy and established administrative guidelines.

(Continued on next page)

Program Secretary

Page 3

Special Job Considerations:

Certification: Not Required

Type of Certification: N/A


Bargaining Unit: Genesee Intermediate Educational Support Personnel Association (GIESPA)

Salary Schedule: Secretarial Salary Schedule

Immediate Supervisor: Department Director or Building Principal

Supervision: None

Date: January 6, 1998, November 30, 2005, December 3, 2008, June 25, 2013 (logo update),
September 16, 2015, November 15, 2016, July 23, 2025 (style update)

Approved: TLH 

TLH: kv

Job Description 87