



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

**Project Secretary - Early On Data Entry**

### **Job Summary:**

The Project Secretary provides clerical and data management support for the Early On Program. Responsibilities include serving as first point of contact, maintaining student database information and files on multiple platforms, and coordinating the distribution of reports. Responsible for working with intermediate school district and local school district building/program administrators.

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

1. Serves as a liaison between the assigned program, other ISD programs and staff from the constituent school districts and business/community partners.
2. Provides support for other staff within the department to ensure consistent workflow and timely completion of department activities.
3. Collaborates with other departments to support the Early On Program.
4. Schedules, coordinates, and promotes meetings/events/activities in assigned area as required by the position.
5. Prepares written correspondence, complex reports and newsletters, as requested.
6. Maintains confidential information, files, and accurate records.
7. Assists with preparation and distribution of materials for meetings, programs, and training activities.
8. Creates and maintains accurate, up-to-date databases in alignment with Early On compliance indicators.
9. Conducts pupil account activities as assigned.
10. Utilizes current accounting software to perform routine bookkeeping tasks, such as preparing purchase orders, invoices, check requests, travel reimbursements and payroll, and coordinating account data with Business Services staff.
11. Coordinates distribution of reports and materials to intermediate school district and local district staff.
12. Consistently models Win-Win leadership.

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## **Project Secretary-Early On**

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### **Other Duties:**

1. Performs routine tasks necessary to carry out assigned responsibilities in the department.
2. Performs other related duties in the department, as assigned.

### **Qualifications:**

#### Education:

High school diploma/equivalent plus thirty hours of coursework of study beyond high school required. College level coursework in office administration, business, or technology preferred. Associate's degree preferred. Documented continuing education credits, school board Continuing Education Units (CEU's), workshops, or seminars equivalent to thirty plus hours may be considered.

#### Experience:

Minimum three years' experience in a business or educational agency required.

#### Skills/Other:

Ability to pass proficiency testing at the intermediate level in the use of Microsoft Word and Excel, business math, spelling, and typing (45 wpm) required. Demonstrated effective use of word processing, spreadsheet, and database management software required. Competent in the use of the Internet. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to solve problems logically and effectively, to work independently, to manage multiple tasks, and demonstrate effective time management skills. Excellent oral and written communication skills. Ability to work a flexible workday, work week, and work year. Punctuality and good attendance are requirements for the position. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Ability to maintain a calm, poised, and professional image at all times. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines.

### **Special Job Considerations:**

#### Certification:

#### Type of Certification:

Bargaining Unit: Genesee Intermediate Educational Support Personnel Association

Salary Schedule: Secretary

Immediate Supervisor: Building Principal

#### Supervision:

Date: November 25, 2025

Approved: TLH: sc 

Job Description 1118