



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

### **Project Secretary- Early Colleges**

### **Job Summary:**

The Project Secretary - Early Colleges is responsible for serving as a liaison for the Counseling Department by coordinating activities and exchanging information with Center for Educational Performance and Information (CEPI), Mott Community College and Genesee Early College, and our fiscal agent.

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

1. Serves as a liaison between the assigned program(s), other ISD programs, and staff from the constituent schools districts and business/community partners.
2. Collaborates with other staff within the department to ensure consistent workflow and timely completion of department activities.
3. Schedules, coordinates, promotes, and attends meetings/events/activities in assigned area as required by the position.
4. Prepares written correspondence, complex reports, and newsletters as requested.
5. Assists with preparation and distribution of materials for meetings, programs, and training activities.
6. Maintains confidential information, files, and accurate records.
7. Creates and maintains accurate, up-to-date database in support of department activities, events, and programs.
8. Coordinates distribution of reports and materials to other ISD programs and staff from the constituent school districts and business/community partners.
9. Assists department director and/or Secretary(s) in data collection, data entry, data analysis, and data reporting for research or evaluation as directed.
10. Verifies and analyzes the accuracy of all data and information used or generated by project; resolves any discrepancies or problems.
11. Responsible for assisting department director and/or assigned Secretary(s) with planning and coordinating instructional programs/services for staff and/or students to include tracking attendance and maintaining program records and credit information.

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#### **Essential Duties (Continued):**

12. Enforces decisions made by the supervisor and/or administrator.
13. Synchronizes all of the operations involved in the successful completion of a particular project (i.e. enrollment, dual enrollment, pupil count).
14. Prepares records of project activities; oversees and ensures the timely processing in and the delivery of required materials.
15. Consistently models Win-Win leadership.

#### **Other Duties:**

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

#### **Qualifications:**

##### **Education:**

High school diploma/equivalent plus thirty hours of coursework or study beyond high school required. College level coursework in office administration, business, or technology preferred. Associate degree preferred.

##### **Experience:**

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

##### **Skills/Other:**

Demonstrated effective use of word processing, spreadsheet, and database management software required. Competent in the use of the Internet. Ability to pass proficiency testing at the intermediate level in the use of Microsoft Word and Excel and/or Access, business math, spelling, and typing (45 wpm) required. Ability to utilize district technology and work to maintain proficiency, as 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. Works successfully as a member of a team and demonstrates leadership skills. Excellent oral, written, electronic, and interpersonal 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. Good teamwork and leadership skills. Demonstrate honesty, integrity, and professionalism at all times. Excellent customer service skills and the ability to maintain a calm, poised, and professional image at all times. Ability to exercise good judgement and make decisions in accordance with board policies and established administrative guidelines.

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Special Job Considerations:

Certification:

Type of Certification:

Bargaining Unit: Genesee Intermediate Educational Support Personnel Association

Salary Schedule: Classified Salary Schedule

Immediate Supervisor: Principal of the Early College

Supervision:

Date: June 15, 2016; August 11, 2021; June 15, 2023, December 15, 2025

Approved:

TLH: sc

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