

HOLLIDAYSBURG AREA SCHOOL DISTRICT
HOLLIDAYSBURG, PENNSYLVANIA



Title: Secretary – Administration Office
Part-time

JOB DESCRIPTION (8-2-18)

Reports to: Assistant Superintendent

Non-Exempt

LOCATION: Administration – Central Office

JOB CLASSIFICATION: Secretary I (Assistant Superintendent), Class 1, Group A

DAYS OF EMPLOYMENT: 12 months per year

HOURS OF EMPLOYMENT: 7.5 hours per day

PRESENTLY HELD BY:

JOB GOAL:

To provide secretarial support duties to the Assistant Superintendent

ESSENTIAL FUNCTIONS OF JOB:

1. Responsible for correspondence pertaining to the Education Office Administrators and HASD Foundation (memos, letters, reports, etc.). This is accomplished through dictation, notes, or verbal instruction. Compose correspondence as needed.
2. Prepare personal correspondence for the Education Office Administrators (includes conference/workshop registrations, travel arrangements, itineraries, hotel reservations, expenses, etc.)
3. May assist in the recording and tracking of donations and deposits for the HASD Foundation.
4. Assists in maintaining records for all grants awarded by the HASD Foundation.
5. Assists in processing purchase orders and keeping track of budget category expenses for the Education Department.
6. Schedule meetings for administrators as needed; type agendas and minutes when required.
7. Create, maintain, and compile reports as directed by the Assistant Superintendent.
8. Assist with formatting, typing, and tracking the progress for all courses of study (grades K-12).
9. Assist in the process of textbook adoption by compiling list of textbooks needed, notifying publishers to obtain samples, creating chart of recommended textbooks for Board presentation.
10. Process payroll special pay forms.
11. E-mail information for board approval as directed by the Assistant Superintendent.
12. Answer and redirect all incoming phone calls.
13. Maintain and update filing system, retrieve and locate documents as needed.
14. Coordinate materials and type and design manuals, reports, and documents for departments and the Education Division.
15. Assist in organizing and conducting in-service training for professional staff.

OTHER DUTIES OF JOB:

20. Greet and direct visitors.
21. Distribute forms, reports, and testing
22. Assist other District employees as requested.
23. Interact with other District departments as necessary.
24. Attend meetings, training and seminars as required.
25. Perform any/all other duties as assigned by the immediate supervisor.

SUPERVISION RECEIVED:

Receives direct supervision from the Assistant Superintendent in regards to work duties.

SUPERVISION GIVEN:

None

WORKING CONDITIONS:

1. Works indoors in adequate workspace, lighting, and ventilation with some fluctuation in temperature.
2. Works with average indoor exposure to noise and stress but subject to constant interruptions.
3. Normal indoor exposure to dust/dirt.
4. Periodically exposed to irate parents, staff members, and/or community members.

PHYSICAL AND MENTAL CONDITIONS:

1. Must possess hearing, seeing, speaking, and reasoning senses necessary to carry out job duties.
2. Must possess ability to record, convey, and present information; explain policies and procedures; and follow instructions.
3. Must be able to sit, stand, and walk for intermittent periods throughout the workday with frequent twisting, bending, carrying, squatting, climbing, pushing, grasping as necessary to carry out job duties.
4. Dexterity requirements range from coordinated movements of hands/fingers to operate computer to simple movements of feet/legs and torso necessary to carry out job duties.
5. Must be able to pay close attention to details and concentrate on work.
6. Light work with occasional lifting and carrying of objects of weights of approximately twenty pounds.
7. Must demonstrate the ability to cope with a busy office and multiple priorities.

QUALIFICATIONS:

A. EDUCATION/TRAINING:

High School Diploma and some clerical training including computer software programs.
Knowledge of Google applications.

B. WORK EXPERIENCE:

At least two years of experience working in related clerical field preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential function of job.
2. Must possess good communication and interpersonal skills.
3. Must possess initiative and problem-solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with parents, faculty, and general public.
5. Must possess ability to maintain confidentiality in regard to educational records.
6. Must possess the ability to make independent decisions when circumstances warrant such action.
7. Must possess the technical knowledge of operating personal computers and business software including Microsoft Office (*Word, Excel, Access, PowerPoint, Publisher*), *Works*, Internet, and email.

8. Must possess some knowledge of contract language, school code, and educational policies.
9. Must possess knowledge and ability to perform general office practices and procedures including basic math skills, typing, filing, faxing, photocopying, telephone, and scheduling of appointments.
10. Must possess excellent organizational skills and the ability to handle a variety of duties accurately and efficiently.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF SECRETARY TO THE ASSISTANT SUPERINTENDENT AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.