

## JOB DESCRIPTION

<b>Job Title</b>	Assessment Secretary
<b>Department</b>	Division of Teaching & Learning
<b>Reports To</b>	Director of Assessment
<b>Classification</b>	Classified
<b>Location</b>	Administration Building
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Assessment Secretary serves as secretary to the Director of Assessment and provides a high level of administrative support and confidentiality in District and department activities. The Assessment Secretary must operate with a considerable degree of independent judgment and initiative as well as confidentiality.

## Essential Job Functions

- Provides clerical assistance to the Director of Assessment and other department staff as needed.
- Coordinates and communicates the department's expectations and works with other directors' secretaries in Teaching & Learning, as directed by the Director of Assessment.
- Answers the phone, greets visitors, answers questions and provides information as requested. Represents the Director of Assessment through telephone, written, and personal contacts.
- Provides guidance and assistance to teachers, administrators, and community members in answering questions and uses good judgment in making appropriate decisions to respond to situations when an administrator is not available.
- Serves as a positive public relations advocate for the department, including dissemination of school/department information.
- Prepares materials for Board of Education meetings and various department related committees.
- Types contracts and related documents, secures appropriate signatures, and tracks documents through the approval process.
- Establishes accounting systems and maintains records for departmental budgets.
- Assists in maintaining assessment systems for the District, including District and building surveys.
- Prepares and/or keyboards proposals, reports, presentation material, forms, flyers, statistical summaries, and other documents and communications that are complex and non-routine.
- Serves as primary back-up to Enrollment Secretary.
- Provides flexible office coverage as needed in support of department operations.

- Assists in maintaining the Department of Assessment web pages and intranet site.
- Purchases supplies for the department.
- Codes time cards and reconciles absences for the department.
- Maintains and orders School Psychologist protocols and assessment tools.
- Makes conference and travel arrangements for Department of Assessment and other District staff travel funded through the Department of Assessment.
- Makes arrangements for professional development trainings, i.e. contracts, set-up, materials, technology, menu, etc.

#### **Ancillary Job Functions**

- Takes notes and minutes during meetings as assigned.
- Schedules appointments for the Director of Assessment as needed.
- Assists in preparation of reports and other department material.
- Performs other duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Recent successful experience as a secretary or other office professional position.
- Requires successful passing of District secretarial/clerical skills test.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Course work or an Associate Degree from a vocational technical college.
- Knowledge of District computer programs.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate various office machines (computer, telephone, facsimile, copier, etc.).
- Strong Microsoft Office (Excel, Word, PowerPoint, Outlook, and OneNote) knowledge and ability to use Excel to provide reporting in various forms.
- Ability to function independently, adapt to change, and make sound judgment calls.
- High level of organizational proficiency and ability to multitask successfully.
- Ability to interpret and communicate departmental and District policies, rules, and regulations.
- Ability to compose letters and other formal communications.
- Maintains a high degree of confidentiality.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.
- Frequent interruptions in peak enrollment times.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May be required to lift up to 10 pounds.