

# DEXTER CONSOLIDATED SCHOOLS

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## JOB DESCRIPTION

Position: SECRETARY PREK-12 PROGRAMS

Supervisor: PreK-12 Programs Director

**GENERAL JOB DESCRIPTION:** To assist the PreK-12 Programs Director with reporting, articulation of program requirements, and organization of program assessments. To assist administration, staff, and visitors in any way necessary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Arrive promptly at a time designated by PreK-12 Programs Director.
2. Work respectfully and cooperatively with colleagues, supervisors, and administrators.
3. Demonstrate ethical behavior (honesty, integrity, character).
4. Engage in professional development correlated with identified gaps.
5. Know and follow district policies, administrative rules and regulations and professional standards including using proper communication protocols (Mrs. Mr. Ms etc.).
6. Successfully and professionally complete assigned work by deadlines set forth.
7. Maintain a neat, professional appearance, work area and environment.
8. Be dependable in making certain that Language Assessment testing occurs within 20 business days of student enrollment.
9. Maintain student confidential records and PreK-12 Programs Director filing system so files and resources are accounted for and easily accessed.
10. Contribute to and model effectiveness of the Administration Office by adhering to high ethical standards of performance and interpersonal relationships with students, substitutes, community and staff.
11. Provide clerical services such as typing, proofreading, editing, filing, translating program documents, collating etc.
12. Process purchase orders and track, receive, log and facilitate materials and resources for distribution and pick-up of orders purchased by program funds.
13. Take complete, concise and accurate messages for any personnel when needed.
14. Maintain all district personnel information in Student Information System.
15. Check all enrollment forms for possible Migrant families and check MSIX for possible Migrant status.
16. Notify Regional Recruiter on possible families to interview.
17. Communicate with Migrant Families on out of school needs.
18. Assist Migrant Families with translation and aspects of all in school needs.
19. Communicate with Migrant Families to attend Parent Meetings and translate during those meetings.
20. Enter all information into MAPS for Migrant COE's and student data.
21. Attend Migrant ID&R, and other Migrant trainings and meetings.
22. Maintain all Migrant spreadsheets (PSF, testing data, etc.).
23. Maintain inventory and hand out school supplies to Migrant students.

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### ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Attend secretarial workshops when available.
2. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

### QUALIFICATIONS:

1. High school diploma or GED equivalency.
2. Experience as a secretary or equivalent work.
3. Knowledge of office procedures.
4. Knowledge and skill of computer function and operation.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

### SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

### EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

### WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

### TERMS OF EMPLOYMENT:

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Board.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_