

Position: Secretary/Administrative Assistant for Director of Student Services

Reports to: Director of Student Services

Employment Status: Full-time/Part-time

FLSA Status: Non-Exempt

Description: Provide clerical assistance for the efficient and effective operation of the Director of Student Services.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Abides by all policies and regulations established by the Norton City Schools Board of Education
- Prepares purchase orders and reports as needed for the Director of Student Services
- Orders and tracks shipping of supplies and materials as directed by the Director of Student Services
- Handles registration for professional development events on behalf of Director of Student Services
- Provide clerical support to the Student Services Department, including data entry, file management, document preparation, and maintains system-wide reports for the Director of Student Services
- Prepares digital files and uploads as needed for Director of Student Services
- Maintain accurate and up-to-date student records, ensuring confidentiality and compliance with district and state policies
- Serve as a liaison between parents, students, and staff, answering inquiries and directing them to the appropriate resources
- Coordinate communications related to student services, including distribution of notices, emails, and updates
- Schedule appointments and meetings as required, maintaining an organized calendar for student services activities
- Prepare and submit excess cost reports prior to the winter break deadline
- Assist in managing departmental budgets by tracking expenses, preparing financial documents, and ensuring accurate record-keeping
- Assist with the Federal Child Count by October 30th each year
- Prepare and submit the catastrophic cost report annually
- Assist with special events or activities as needed, providing logistical and organizational support
- Collaborate with school staff to support district-wide student services initiatives

Other Duties and Responsibilities:

- Maintains respect at all times for confidential information
- Interacts in a positive manner with staff, students, parents and community members
- Attends meetings and in-services as required
- Performs other duties as assigned by the Director of Student Services
- Promotes good public relations

Qualifications:

- High school diploma
- Related experience
- Additional alternatives to the above qualifications as the Director of Student Services and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Excellent computer skills including Google Apps and Microsoft Products
- General bookkeeping/budgeting skills
- Ability to generate correspondence independently
- Ability to operate office equipment

Equipment Operated:

- Computer/printer
- Copy/fax machine
- Telephone/cell phone
- Calculator
- Binding Machine
- Postage Meter

Additional Working Conditions:

- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, including calamity days
- Travel to meetings as directed
- Exposure to blood, bodily fluids, and tissue
- Interaction with staff/students
- Occasional requirement to work overtime, e.g., evenings, weekends
- Repetitive hand motion, e.g. computer keyboard

Terms of Employment:

1. 260/210
2. Hours Per Job Posting
3. Salary as per secretarial schedule for administrative office personnel
4. Fringe benefits as approved by the Board of Education
5. Vacation and holidays as per agreement with support staff for employees

Evaluation:

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy

Approved by: Norton City Board of Education
Adoption date: November 18, 2024