

AEL - Secretary

Job Titles: Secretary
Department: Secretarial
Reports to: Building Principal/Director
Classification: Non-exempt
Category: Support Staff

Summary

Secretaries provide clerical support to building staff and maintain school records.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Organize enrollment, testing, and termination forms for data entry clerk.
- Grade and post all testing results, break all raw scores to GE, inform teacher if student has tested out of range, track progress. Assist students with questions on testing and process of applying for GED test. Assist with scheduling testing.
- Send designated reports to the state department.
- Track student attendance, student enrollment, and student retention for all sites. Report contact hours, enrollment figures, and retention rates each month for each site to the director. Certify student hours monthly. Do certificates of attendance for students.
- Supervise daily activities of office: answer phone calls and take messages, copy materials, deliver and pickup information from Central Office, set appointments, and order supplies for the program.
- Assist the director with correspondence, documenting Director's daily activities from calendar, track teacher certification/renewal, and organize items for the yearly audit.
- Assist students with checking materials in and out, obtaining parking permits.
- Reply to and document all referrals to the program.
- Organize supplies and materials for the satellite classes.
- Post expenditures/receipts monthly. Balance budgets, inform director when transfers should be made.
- Track all follow-up information regarding students who leave the program early.
- Inform literacy coordinator of students who qualify for literature program.
- Help plan monthly student socials.
- Assist with AEL advisory board meetings, twice yearly. Serve on AEL board
- Assist with student evaluations.
- Get availability calendars to all MTC & LC teachers.
- Serve on interview committee when hiring new teachers.
- Attend monthly MTC teachers meetings.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

Directs the activities of students who work in the office.

Qualifications

Education - High school diploma or GED.

Certificates, Licenses, Registrations - None

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Skills and Abilities

Language

An individual who holds this position must have the ability to:
Read and interpret documents such as instructions and procedure manuals.
Write simple and complex reports and correspondence.
Speak with members of the public, students and other staff members.

Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

Reasoning

An individual who holds this position must have the ability to:
Interpret instructions furnished in written, oral, diagram or schedule form.
Solve problems when such problems have a variety of concrete variables.

Technology

An individual who holds this position must:
Have strong computer skills including word processing, and working with spreadsheets and databases.
Be able to understand and submit online reports to state and federal agencies.
Have the ability to learn new systems and software.

Other Skills and Abilities

An individual who holds this position must have:
Strong interpersonal skills and ability to work closely with a variety of staff members and the public.
The ability to safeguard confidential information.

Physical Demands

The physical demands described here 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.

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.