



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **DV Pathways Secretary II (Small High School)**

Position Type: Classified	Department: High Schools
Salary Schedule: Classified	Reports to: Principal
Salary Range: Range 24	
Term of Employment: 12 months	Date: August 3, 2021
Shift: Night	Approved by: Human Resources

POSITION SUMMARY:

Contributes to and assists the principal in the overall operations of the night school program, traveling to two separate high school campuses.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Greets visitors, directs them to appropriate staff and provides information and customary courtesy.
- Communicates and works with parents, students and staff in assigned area, providing general information and customary courtesy.
- Provides and receives information requiring some judgment or discretion regarding current and specific business of the work system by telephone or in person.
- Compiles and prepares various forms, files, reports and records from a variety of reference sources.
- Records notes as a recording secretary to a group.
- Assists with various reports and correspondence as required.
- Accurately files appropriate documents in alphabetical or numerical system.
- Attends staff meetings as required.
- Informs supervisor of routine problems affecting operation.
- Assists with student transcripts.
- Assists with student withdrawals.

- Assists students and parents with walk through registration.
- Assists at three different campuses throughout the week.
- Assists in coordinating and proctoring state mandated testing (AzMERIT and Civics)
- Assists gathering and distributing IEPs and 504s for Deer Valley at Night teachers.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor/principal.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must demonstrate innovative thinking and willingness to grow a program.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.