



JOB DESCRIPTION

JOB TITLE: **Secretary V (Student Support Services)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Director of Student Support Services
Salary Range: Range 28	
Term of Employment: 12 months	Date: June 8, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to the efficient operation of the Student Support Services Department.

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, provides information and customary courtesies.
- Assists in the coordination of curriculum adoptions for students with special needs.
- Communicates and works with parents, students, and staff in regards to problems that may arise that do not require the attention of the administrator/supervisor.
- Transcribes and types correspondence, reports, minutes or other recorded narrative from rough draft/dictation, equipment/notes.
- Compiles and/or types a variety of forms, reports and records from various reference sources.
- Creates and maintains manual and computerized files.
- Carries out program related tasks on behalf of superior, frequently involving significant contact with program clientele or beneficiaries, requiring program knowledge, discretion, and interpersonal skills.
- Completes travel arrangements as directed.
- Compares data from several sources to ensure accuracy of technical information rules or other technical documents using judgment and relying on knowledge of subject material.

- Maintains a calendar for administrator/supervisor and arranges for conferences with administrators/teachers/parents.
- Assists with development and monitoring of special education budget and federal and state grants.
- Assists in preparation of in-services/workshops as directed.
- Maintains lists of committee members for various special services-related committees and schedules meetings as directed.
- Orders and maintains supplies as needed; obtains data for ordering and tracking of materials and supplies.
- Collaborates with Medicaid clerk regarding IEPs, billing and locked and enforced IEPs.
- Reconciles Kronos time keeping system.
- Assists department personnel as necessary.

MARGINAL DUTIES:

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

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates clerical staff as assigned; keeps staff attendance records.

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 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 REGISTRATONS 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, talk, and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste, and 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 quiet.

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.