

Delaware Valley School District



Secretarial and Clerical Personnel

Job Descriptions

POSITION: **EXECUTIVE SECRETARY/BOARD RECORDING SECRETARY**

REPORTS TO: The Superintendent of Schools

Qualifications:

1. High school graduate – secretarial courses.
2. At least two years of experience as a secretary.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitudes.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Computer literate.

Essential Functions:

The Executive Secretary/Board Recording Secretary shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills both on the phone and one-to-one.
10. Maintain confidentiality.
11. Be able to lift boxes up to 50 pounds.
12. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
13. Must be available for inservice programs that will enhance skills.
14. Be able to work independently, without supervision.
15. Possess good decision-making skills in pressure situations.

Duties:

The Executive Secretary/Board Recording Secretary will:

1. Maintain a high degree of confidentiality and professionalism in all matters within the district.
2. Handle office correspondence, both incoming and outgoing, as well as compose routine letters for the Superintendent.
3. Schedule all appointments for the Superintendent.
4. Answer telephone and give information to callers or route call to appropriate official. Place outgoing calls for the superintendent and communicate with them in a professional manner.
5. Greet visitors, ascertain nature of business and direct visitors to appropriate persons. Screen visitors for the Superintendent and communicate with them in a professional manner.
6. Operate all office machines including copiers, transcribing machines, computers, fax machines, Internet and Intranet, scanners, etc.
7. Take dictation in shorthand and voice recordings and produce word processed materials.
8. Type/word process various materials from draft form or dictation and produce its final version.
9. Prepare, copy and distribute confidential materials.
10. Complete appropriate forms for submission to Department of Education.
11. Maintain personnel files, including verification of proper certification of professional personnel.
12. Prepare communications from the Superintendent to the Board of Directors.
13. Communicate with the Board of Directors as directed by the Superintendent.
14. Prepare the school board agenda as directed by the Superintendent. Gather all necessary input for monthly Board meetings and enter information into BoardDocs for the Board, administrators and public.
15. Along with the Board Secretary, prepare minutes and reports as required for Board meetings, work sessions and committee meetings.
16. Prepare necessary contracts and other forms for signature at the Board meetings.
17. Prepare necessary correspondence relative to the Board meetings for the Superintendent's signature.
18. Prepare forms for the Pennsylvania Department of Education and maintain districtwide files for all department forms. Maintain a log of districtwide forms completed and submitted to the Department. Complete other routine forms and requests as received.
19. Prepare correspondence on behalf of the Board.
20. Answer inquiries from the public.
21. Perform any secretarial service deemed necessary by the Superintendent.

Evaluation:

Performance of the position of Executive Secretary/Board Recoding Secretary will be evaluated by the Superintendent.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **CENTRAL ADMINISTRATION - BOOKKEEPERS**
 PAYROLL
 PAYABLES
 RECEIVABLES
 BOOKKEEPERS

REPORTS TO: Business Administrator

Qualifications:

1. Graduation from high school, preferably supplemented by business school training or an equivalent combination of training and experience.
2. Background and experience in payroll operations as deemed necessary.
3. Experience in general office and clerical work.
4. Working knowledge of office programs, policies, and operations preferred.
5. Ability to deal effectively and courteously with associates and the general public.
6. Have the ability to perform essential functions.
7. Be an American citizen or qualified alien.
8. All clearances and trainings will be in accordance with state regulations.
9. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Computer literate.

Essential Functions:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.

9. Possess strong interpersonal skills both on the phone and one-to-one.
10. Maintain confidentiality.
11. Be able to lift boxes up to 50 pounds.
12. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
13. Be available for in-service programs that will enhance skills.
14. Be able to work independently, without supervision.
15. Possess good decision-making skills in pressure situations.

Payroll Duties:

1. Makes salary and wage computations for all employees in order to prepare payroll for computer processing.
2. Maintains accurate payroll records for all employees.
3. Verifies employment forms.
4. Processes information for each employee when hired, terminated, on leave, etc.
5. Maintains records covering all payroll deductions.
6. Maintains budget distribution records for employer portion of FICA and insurance.
7. Balances and prepares all W-2's and tax forms at the end of the year.
8. Prepares all tax forms relating to payroll matters and files quarterly/yearly reports.
9. Processes payroll checks and various inserts for mailing.
10. Processes unemployment compensation forms and reports.
11. Enters data for all payroll procedures (new employees, maintenance, etc.)
12. Prepares general ledger entries for payroll.
13. Performs all duties with awareness of all Local Education Agency (LEA) requirements and policies.
14. Assumes any other responsibilities as assigned by the Business Administrator or designee.

Payables Duties

1. Requisitions
 - a. Entering of all requisitions for the Administrative Office into the system.
 - b. Receiving all requisitions from other buildings.
 - c. Preparing requisitions for purchase order creation.
 - d. Assigning purchase order numbers for all requisitions.
2. Purchase Orders
 - a. Creation of purchase orders from requisitions
 - b. Verifying accuracy
 - c. Printing purchase orders
 - d. Sending completed and signed purchase orders back to building for mailing.
 - e. Filing copies of all purchase orders for record keeping.
 - f. Filing and copies of purchase orders for payment purposes.
3. Bid Processing

- a.Maintenance and updating of all bids in the computer system.
 - b.Advertising for all bids.
 - c.Rolling bids over into the new year and creating a new year for the system.
 - d.Requisitioning of all Administrative Offices supplies for bids.
 - e.Maintenance and updating of all bid items on all bids.
 - f.Running all requisitions for all bids for all schools.
 - g.Receiving of all requisitions from the schools for quantity input of bid items.
 - h.Checking accuracy of all bid requisitions for all schools.
 - i.Running account codes for all items on all bids for schools to check for accuracy.
 - j.Maintenance and updating of all vendors in the system.
 - k.Preparing vendor bid lists from requisitions entered and sending to all vendors.
 - l.Organizing of all bids received from vendors for bid opening.
 - m.Opening all bids.
 - nEntering all vendor responses for each item bid on for all bids.
 - o.Tabulation of low bidders
 - p.Tabulation of low bidders to personnel for low bid selection.
 - q.Low bidder maintenance.
 - r.Reports of vendor awards and amounts for board approval.
 - s.Preparation of bids for transfer into financial software for purchase orders.
 - t.Creation of requisitions.
 - u.Creation of purchase orders from requisitions.
 - v.Printing purchase orders.
 - w.Purchase orders to buildings for accuracy and signatures.
 - x.Purchase orders received back from buildings for signatures at Administrative Offices.
 - y.Purchase orders back to buildings for mailings.
 - z.Filing of and copies of purchase orders for record keeping.
 - aa.Letters to all vendors for items awarded
 - bb.Bid tabulations to all vendors.
 - cc.Problem handling of all bid problems between schools and vendors.
4. Monthly Invoices for Payment
- a. Compiling and preparing invoices for payment
 - b. Matching purchase orders to invoices and checking accuracy.
 - c. Entering of all conferences, expense forms, claim forms and credit reimbursements for staff for payment status into system and creating batches.
 - d. Running reports for invoice batches and checking for vendor, invoice, and dollar amount accuracy.
5. Check Preparation
- a. Running invoice batches for each school and checking for errors.
 - b. Approval of all invoices for payment.
 - c. Posting each schools batch into the system.
 - d. Printing checks.

- e. Processing and printing of all appropriate reports for Business Administrator and Board.
 - f. Reports in monthly binder for record keeping and for the Business Administrator.
 - g. Release and mailing of all early release checks from list.
 - h. Processing of all manual checks needed during the month.
 - i. Tracking of any vendors for dollar amount limits and/or insurance purposes.
6. Closing Year
- a. Entering of all journal entries needed for end of year.
 - b. Closing year in the system.
 - c. If problems arise, fixing them so year will close
 - d. Running appropriate reports and placing in binders for record keeping and the Business Administrator.
 - e. Checking for accuracy of cash balances.

Receivables Duties

- 1. Maintain billing files.
- 2. Process daily receipts and post to appropriate accounts.
- 3. Perform data entry and maintain receipts records for audit.
- 4. Perform duties with awareness of all LEA requirements and policies
- 5. Provide data and analysis to Business Administrator

Other Duties

- 1. Process tuition reimbursements
 - a. Receive tuition pre-approval and reimbursement form verifying that all paperwork is properly completed.
 - b. Pull employees files to verify eligibility for reimbursement and record information in the file.
 - c. Check status as to eligibility for a salary increase.
- 2. Board reports
 - a. Gather information for all accounts and funds verifying that all accounts balance and totals match bank statements.
 - b. Verify that all the information has been included for the month.
- 3. Workers' compensation
 - a. E-mail Report of Injury Form to insurance company.
 - b. Follow progress of employee if out of work for any length of time.
 - c. Adjust salary if employee is receiving payment from insurance company.
 - d. Send all bills to insurance company and follow up on payment.
- 4. Construction Funds
 - a. Process bills for payment, enter information into computer, and print checks.
 - b. Prepare bills for payment reports for board approval.
 - c. Reconcile all construction fund accounts.

- d. Process complete application for reimbursement of all construction projects, send to bank for signatures and to Pennsylvania Department of Education (PDE) for processing.
- e. Verify that PDE has processed all payments due the school district.
- 5. Federal Projects
 - a. Receive approved copy of all Federal and state grants.
 - b. Follow up on all expenditures to verify that money is being spent according to provisions in the grant.
 - c. Prepare all quarterly reports and record all payments received.
 - d. Follow up with appropriate personnel to reconcile grants at the end of the school year.
 - e. Prepare expenditure reports and forward to PDE.
- 6. Copiers
 - a. Coordinate delivery of new copiers to all the buildings in the district.
 - b. Coordinate training on new copiers for all offices in the district.
 - c. Ensure that all copiers in the district office are working and call for service when necessary.
- 7. Student Insurance
 - a. Prepare letter for schools to send out with first-day packet.
 - b. Prepare letter for school nurse and trainer with insurance information and instructions for claims.
 - c. Contact with insurance company agency on problems.
 - d. File all student accident forms by category.
 - e. Letters to insurance company for problem claims.
 - f. Contact with parents when problems arise.
- 8. Building Use
 - a. Collect and file all building use forms for record keeping
 - b. Deposit checks upon receipt as the maintenance department secretary sends out the invoices.
 - c. Record keeping of all organizations billed and payments received.
- 9. Reconciliation
 - a. Reconcile tax accounts, general fund accounts, activity accounts and cafeteria accounts.
 - b. Obtain copies of general fund canceled checks requested by vendors.
- 10. Credit Applications
 - a. Update information on credit references.
 - b. Prepare credit applications for vendors.
- 11. Tax Exemption Forms
 - a. Prepare tax exemption forms for vendors.
- 12. 1099 Processing
 - a. Compile vendors and dollar amounts for all 1099 vendors.
 - b. Prepare 1099s and accuracy checks.
 - c. Mail 1099s to vendors and government agency
- 13. Year End Accounts Payable
 - a. Compile outstanding purchase orders for buildings for the financial secretaries to review.

- b. Review all outstanding purchase orders and invoices for payable status.
 - c. Compile a list of all payables for all buildings for auditor.
 - d. Enter all journal entries received from auditor for all payables and payroll payables.
 - e. Enter all reversing journal entries into the new year for all payables and payroll payables.
14. Account Code Maintenance
- a. Maintain all account codes in the computer system (additions, deletions, categories).
15. Employee Benefits
- a. Assist employees with application forms and eligibility.
 - b. Process applications.
 - c. Maintain billing files and process bills.
 - d. Perform data entry and maintain employee database concerning billing errors, claims, eligibility, etc.
 - e. Correspond between employees and insurance companies concerning billing errors, claims, eligibility, etc.
 - f. Perform duties with awareness of all COBRA, FMLA, HIPPA & Healthcare Reform requirements and policies.
 - g. Provide data and analysis on benefits as requested by the Business Administrator.
16. Payroll
- a. Process payroll.
 - b. Process all deduction checks/wire transfers.
17. Administrative Claims
- a. Maintain employee files for audit
 - b. Process and post claims to appropriate account.
18. Investments
- a. Correspond between banks and Business Administrator on interest rates for investment and transfer.
 - b. Maintain records for audit
 - c. Maintain master investment spreadsheets and files.
 - d. Perform wire transfers for internal transfers as per Board Secretary and Business Administrator.
19. Inventory
- Coordinate with district building personnel to compile master inventory file to be forwarded to the Industrial Appraisal Company.
20. Budget
- a. Perform data entry and maintain records.
 - b. Maintain master files of account code balances for Business Administrator access.
 - c. Process reports for administration.
 - d. Data entry of proposed budget for formal presentation.
21. Banking
22. Sort/Deliver Incoming Mail

23. Activity Fund
 - a. Athletic fund account
 - b. Adult education account
 - c. Vo-Tech food service account
 - d. Deposit/withdrawal transactions
 - e. Other special accounts
 - f. Monthly reports
24. Cafeteria Fund
 - a. Process daily deposits
 - b. Process bills for payment
 - c. Monthly reimbursements to general fund
 - d. PDE reports
 - e. Free/reduced lunch programs
 - f. Direct certification lunch program
 - g. Monthly reports
25. Scholarship accounts
26. Process and maintain conference form
27. End of day – process outgoing interoffice mail
28. Monthly – sort payables, attach checks to invoices and stuff/mail checks (between 200 – 1000 checks per month, depending upon time of year).
29. Type board reports
30. Reconcile payroll account
31. Reconcile general fund account
32. Maintain time sheets from buildings
33. Maintain copier logs
34. Word processing and analysis processing for Business Administrator
35. Assist financial secretaries with problems.
36. Budget transfers.
37. Assume any other responsibilities as assigned by the Business Administrator or designee.

Evaluation:

Performance of the positions of the Central Administration Staff will be evaluated by the Business Administrator.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **PRINCIPAL'S SECRETARY**

REPORTS TO: The Building Principal

Qualifications:

1. High school graduate – secretarial courses.
2. At least two years of experience as a secretary.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Computer literate.

Essential Functions:

The principal's secretary shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills both on the phone and one-to-one.
10. Maintain confidentiality.
11. Be able to lift boxes up to 50 pounds.
12. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
13. Possess skills to supervise students in varied settings.
14. Perform essential nurse's duties in the nurse's absence.
15. Be available for inservice programs that will enhance skills.

16. Perform all essential functions of a classroom teacher.
17. Be able to work independently, without supervision.
18. Possess good decision-making skills in pressure situations.

Duties:

The principal's secretary will:

1. Handle office correspondence, both incoming and outgoing, as well as compose routine letters for the building principal.
2. Schedule all appointments for the building principal.
3. Answer telephone and give information to callers or route call to appropriate official. Place outgoing calls for the building principal and communicate with them in a professional manner.
4. File correspondence and other office documents. Establish office filing system for building principal.
5. Greet visitors, ascertain nature of business, and direct visitors to appropriate persons.
6. Operate all office machines including copiers, computers, fax machines, etc.
7. Take dictation in shorthand and voice recordings and produce word processed materials.
8. Type/word process various materials from draft form or dictation and produce its final version.
9. Process purchase orders and maintain records of requested purchases.
10. Accurately enter student information into district/state database and compile reports in accordance with established timelines.
11. Compile, type, and record statistical and/or written reports.
12. Prepare, copy, and distribute confidential materials.
13. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
14. Disburse office supplies and maintain inventory of these supplies.
15. Serve as office manager for the coordination of tasks to be completed and delegation thereof; is an authorized signature for the school activity fund, balance the checking account, prepare deposit slips and count cash received, and prepare board financial reports.
16. Prepare annual budget and maintain records of purchase orders and balances of school budgetary accounts.
17. Perform any secretarial service deemed necessary by the building principal.

Evaluation:

Performance of the position of Principal's Secretary will be evaluated by the building Principal.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **SECRETARY**

REPORTS TO: The Immediate Supervisor

Qualifications:

1. High school graduate – secretarial courses.
2. At least two years of experience as a secretary.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Computer literate.

Essential Functions:

The Secretary shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills both on the phone and one-to-one.
10. Maintain confidentiality.
11. Be able to lift boxes up to 50 pounds.
12. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
13. Possess skills to supervise students in varied settings.
14. Perform essential nurse's duties in the nurse's absence.
15. Be available for in-service programs that will enhance skills.

16. Be able to work independently, without supervision.
17. Possess good decision-making skills in pressure situations.

Duties:

The Secretary will:

1. Handle office correspondence, both incoming and outgoing, as well as compose routine letters for the immediate supervisor.
2. Schedule all appointments for the immediate supervisor.
3. Answer telephone calls and give information to callers or route call to appropriate official. Place outgoing calls for the immediate supervisor and communicate with them in a professional manner.
4. File correspondence and other office documents. Establish office filing system for immediate supervisor.
5. Greet visitors, ascertain nature of business and direct visitors to appropriate persons.
6. Operate all office machines including copiers, transcribing machines, computers, fax machines, etc.
7. Take dictation in shorthand and voice recordings and produce word processed materials.
8. Type/word process various materials from draft form or dictation and produce its final version.
9. Type purchase orders and maintain records of requested purchases.
10. Maintain records of student daily attendance, prepare reports as requested by immediate supervisor.
11. Accurately enter student information into district/state database and compile reports in accordance with established timelines.
12. Prepare, copy, and distribute confidential materials.
13. Receive, open, stamp, and route incoming mail. May, on occasion, deliver mail items to the post office.
14. Disperse office supplies and maintain inventory of these supplies.
15. Perform any secretarial service deemed necessary by the immediate supervisor and/or building Principal.

Evaluation:

Performance of the position of Secretary will be evaluated by the immediate supervisor.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **TRANSPORTATION SECRETARY**

REPORTS TO: The Director of Support Services

Qualifications:

1. College graduate.
2. At least two years' experience as a secretary preferably in transportation sector.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Computer literate.

Essential Functions:

The Secretary to the Director of Support Services shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills both on the phone and one-to-one.
10. Maintain confidentiality.
11. Be able to lift boxes up to 50 pounds.
12. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
13. Possess skills to supervise students in varied settings.
14. Must be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

The Secretary to the Director of Support Services will:

1. Handle office correspondence, both incoming and outgoing, as well as compose routine letters for the Director of Support Services.
2. Assist Director of Support Services in development of budgets.
3. Answer telephone and give information to callers or route call to appropriate official. Place outgoing calls for the Director of Support Services and communicate with them in a professional manner.
4. File correspondence and other office documents. Establish office filing system for the Director of Support Services.
5. Greet visitors, ascertain nature of business, and direct visitors to appropriate persons.
6. Operate all office machines including copiers, transcribing machines, computers, fax machines, etc.
7. Maintain contractor clearance log.
8. Disperse office supplies, maintain inventory of these supplies.
9. Compile, type, and record statistical and/or written reports, i.e., rosters, ridership, BCR's.
10. Prepare, copy, and distribute confidential materials.
11. Type various materials from draft form and produce in final version.
12. Compile membership and absence data used to complete Department of Education reports.
13. Understand Versa Trans and facilitate efficient bus routing.
14. Handle and/or channel telephone calls pertaining to the Director of Support Services (change of bus assignments, bus complaints, change of address).
15. Type and update bus rosters to keep drivers informed of any changes through the Director of Support Services.
16. Assist the Director of Support Services during emergency situations such as school closings, early dismissals, bus breakdown, either by telephone or radio control.
17. Perform any secretarial service deemed necessary by the Director of Support Services including communication with drivers, monitors, and DVSD Associates.
18. Understand PowerSchool and registration procedures to facilitate enrollment of students.

Evaluation:

Performance of the position of Transportation Secretary will be evaluated by the Director of Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **ACCOUNTS PAYABLE SECRETARY (Support Services)**

REPORTS TO: The Director of Support Services

Qualifications:

1. College degree – secretarial courses.
2. At least two years' experience as a secretary.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Computer literate.

Essential Functions:

Accounts Payable Secretary shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills both on the phone and one-to-one.
10. Maintain confidentiality.
11. Be able to lift boxes up to 50 pounds.
12. Possess grammar and capitalization skills to communicate effectively with parents, staff, and community.
13. Possess skills to supervise students in varied settings.
14. Must be available for in-service programs that will enhance skills.
15. Be able to work independently, without supervision.
16. Possess good decision-making skills in pressure situations.

Duties:

The Secretary to the Director of Support Services will:

1. Handle office correspondence, both incoming and outgoing, as well as compose routine letters for the Director of Support Services.
2. Schedule appointments for the Director of Support Services as needed.
3. Answer telephone and give information to callers or route call to appropriate official. Place outgoing calls for the Director of Support Services and communicate with them in a professional manner.
4. File correspondence and other office documents. Establish office filing system for the Director of Support Services.
5. Greet visitors, ascertain nature of business, and direct visitors to appropriate persons.
6. Operate all office machines including copiers, transcribing machines, computers, fax machines, etc.
7. Understand A/P System and payroll procedures.
8. Disperse office supplies, maintain inventory of these supplies.
9. Process purchase orders and maintain records of requested purchases.
10. Compile, type, and record statistical and/or written reports, i.e., absence reports.
11. Prepare, copy, and distribute confidential materials.
12. Receive, open, stamp, and route incoming mail.
13. Type various materials from draft form and produce in final version.
14. Handle and/or channel telephone calls pertaining to the Director of Support Services (change of bus assignments, bus complaints, change of address).
15. Assist the Director of Support Services during emergency situations such as school closings, early dismissals, bus breakdown, either by telephone or radio control.
16. Perform any secretarial service deemed necessary by the Director of Support Services.

Evaluation:

Performance of the position of Accounts Payable Secretary will be evaluated by the Director of Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.