



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	1	

JOB TITLE	CONTRACT REFERENCE
Secretary to Directors of Educational Services / Nutritional Services	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Educational Services / Director of Nutritional Services	July 2017

JOB SUMMARY

The primary function of this position is to serve as the administrative and clerical support to the Educational Services and Nutritional Services Departments.

TASK NO.

1.	Ensuring Campus calendar is up to date each year for nutritional service requirements.
2.	Communicate to staff regarding the setup of meal accounts.
3.	Assists the nutritional services and educational services departments with clerical support to the overall management of the departments, maintain paperwork, and coordinates communication as directed by the Directors of Educational Services/Nutritional Services.
4.	Drafts, edits, and/or prepares correspondence for the nutritional services and educational services departments, and applications for the Free/Reduced Lunch & Summer Food Program.
5.	Data entry for off-site meal programs, reporting for MDE reimbursements and requirements, and other office records related to the nutritional services and educational services departments.
6.	Answers, directs and assists staff, parents and students to appropriate persons for the nutritional services and educational services departments.
7.	Approval of time off and timesheets for all nutritional services employees.
8.	Submit job postings and other HR forms and certifications.
9.	Manages curriculum, staff development and nutritional services expenditure budgets <ul style="list-style-type: none"> • Prepares requisitions and purchase orders, assigns account codes, receives orders, and distributes orders to appropriate people and departments • Reviews purchase orders and manages invoices and determines discrepancies
10.	Supports educational & nutritional services in organizing meetings, training sessions, and workshops by scheduling facilities, obtaining equipment and supplies, preparing presentation visuals, and materials.
11.	Data entry, maintenance, and reporting for staff development and teacher relicensure tracking
12.	Prepare intervention student progress reports.
13.	Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Two year degree or equivalent experience required, bachelor’s degree preferred.
2. Exemplary word-processing, data processing, and computer skills, interpersonal and organizational skills.
3. Proficient written and oral communications skills
4. Proficient skills with computer office applications including word processing, data and spreadsheets, presentation slides, and Google applications.
5. Demonstrated positive customer orientation

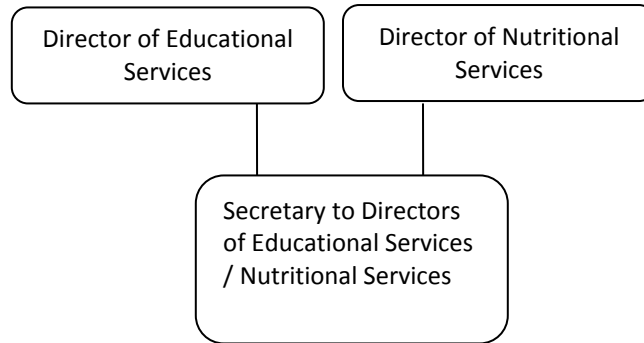
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– Page 2

6. Demonstrated ability and willingness to learn new skills
7. Ability to relate to and communicate with staff, students, and parents
8. Patience and flexibility in working with staff, students and parents
9. Familiarity and demonstrated troubleshooting skills with working with office equipment (copiers, fax, etc.)
10. Ability to take direction of supervisor
11. Ability to keep information confidential

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL REQUIREMENTS

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 the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.