

**INDIAN CAPITAL AREA VOCATIONAL-TECHNICAL SCHOOL
NO. 4**

JOB DESCRIPTION

POSITION:	Director's Secretary
RESPONSIBLE TO:	Campus Director
EDUCATION:	High School Diploma, Prefer Business and Office Training
CERTIFICATION:	Not required
EXPERIENCE:	Minimum of three (3) years of secretarial experience. Successful experience communicating with the public in person and via telephone.
SKILLS:	<p>Excellent human relations and communications skills including telephone skills. Able to perform responsibilities on own initiative with minimal supervision including planning, executing and completing assignments in a timely manner while managing multiple priorities.</p> <p>Skills in proofing and word processing as well as ability to compose and prepare correctly written communications.</p> <p>Proficient in microcomputer applications in word processing, spreadsheet and database with competence in Microsoft Office Suite</p> <p>Typing skills of at least 60 wpm with minimum errors. Good math skills. Records administration.</p>
OTHER:	Mature, responsible, discreet.
DEPENDABILITY:	Punctual and regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities.
PHYSICAL/MENTAL STANDARDS:	Able to read, comprehend and evaluate varied documents. Able to stand for long periods of time and to move around the office area.

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Requires stooping, bending and pulling. Requires lifting, handling and carrying of such articles as books, manuals, files, and job related items.

EMOTIONAL EFFORT: Moderate to extreme. Frequent deadlines requiring concentrated effort and overtime work. Must be a self-starter. Must have ability to prioritize time, assignments, and projects while handling a high volume of customer service and needs. Able to handle high stress situations at peak periods.

PERSONNEL

CLASSIFICATION: Support Personnel; Non-Exempt

LENGHT OF

CONTRACT: Twelve (12) months; Salary Schedule: SC-12

PRIMARY FUNCTION: Provide secretarial support for secondary programs and assist the Director in maintaining quality service in a congenial, professional manner.

ESSENTIAL JOB FUNCTIONS

GENERAL DUTIES:

Student Records

Pre-enroll students

Send out letters to students each summer letting them know what class and session they will be enrolled in the upcoming school year.

Type attendance card for each student.

Record grades and print report cards for each student quarterly and send grade roster to feeder schools.

Type certificates for graduating students at the end of each school term.

Record drops and enroll new students.

Send out transcripts when they are requested.

Send roster of students enrolled at ICTC to individual feeder schools.

Note: Other office support staff assist in this area.

Attendance

Record daily attendance for secondary and post-secondary students.

Send absentee memo to feeder schools daily.

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Record daily excuses and file them.

Notify instructors when students have unrecorded absences.

Note: Other office support staff may assist in this area.

State Reports

Complete and mail in State Accrediting Report annually.

Complete and mail in required reports annually.

Fill out FTE Report for Central Office annually

Send in P.E.F.'s each semester for day programs.

Note: Other office staff may support in this area.

Time sheets

Make time sheets for employees and send to Central Office each month.

Complete weekly absentee reports for employees on director's team.

Fill out monthly Timesheets and paperwork for summer workers and hand out their paychecks.

Financial

Collect money and receipt post-secondary day students for tuition and books.

Receipt instructors when they turn in money for books, uniforms, fees, etc.

Have employees sign for paychecks and hand them out.

Office Supplies

Order office supplies for office and instructors.

Order paper and supplies for every copier in Main Building and call in repair orders.

Order audio/visual supplies.

Purchasing/Receiving

Use of TRENDS (accounting software)

Requisitions and Purchase Orders

Assisting with bidding and quotes for goods and services

Budget Maintenance

Personnel Files

Track staff credentialing

Maintain timesheets and other payroll records

File campus copy and forward original copies of personnel records for employment

Bus driver certification and records

Professional development records

Other records as needed or required

Type letters, reports, memos, and perform various duties for the Director.

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Get students excused from their home school for school activities.

It is expected for employee to be on time each workday as this is essential to the employee's job.

Other jobs/tasks as described and requested by administrator.

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Signature of Employee

Date

Signature of Supervisor

Date