

Job Title:	Director Secretary	Wage/Hour Status:	Hourly
Reports to:	Director	Pay Grade:	306
Dept/School:	Special Education Support Services	Date Revised:	-December 21, 2023

Primary Purpose

Secretary to the Director to administrate the resources required for special education staff which would enable them to provide the appropriate services and instruction to meet the needs of special education students.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Passing scores at the promotional level on district's clerical tests
- Proficiency in shorthand or speedwriting
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Knowledge of computers and software applications

Experience

Three (3) years clerical or secretarial experience

Major Responsibilities and Duties

1. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
2. Coordinate specific work requiring the participation of other departments.
3. Provide reports, correspondence, and verbal assistance to school officials.
4. Provide instruction to other employees under the supervisor's direction.
5. Assist the department supervisor with the production of reports and documents.
6. Schedule appointments and maintain a calendar for the supervisor.
7. Maintain department budget.
8. Schedule interviews and provide documents needed using the district management system.
9. Generate purchase orders for supplies for the special education office and area offices.
10. Generate consultant agreement for independent evaluations.
11. Schedule meetings, prepare meeting materials, and take minutes.
12. Maintain, organize, and file department records.
13. Receive and distribute department mail.
14. Manage the travel arrangements for the Director and submit appropriate paperwork.
15. Serve as department receptionist.
16. Monitor department communication center by answering telephones, directing calls, and receiving messages.
17. Serve as backup for TEAMS verification and payroll using the AS400.
18. Submit monthly travel for supervisor's signature and forwards travel to payroll.
19. Perform routine typing tasks to generate department documentation, records, and correspondence.
20. Work independently receiving a minimum of detailed supervision and guidance.
21. Perform other as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned clerks

Equipment Used

Personal computers, printer, fax machine, copier, typewriter, adding machine, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a

copy. Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.