

JD LOCATOR: 4.13.7
REVISED: 8/97
REVISED: 7/03

JOB TITLE: WTA Director's Office Secretary

REPORTS TO: Director

JOB GOAL: To assist Director, Adult Ed. Coordinator and other school personnel by the efficient operation of the school administrative office.

JOB RESPONSIBILITIES:

1. Process correspondence by typing and composing in a neat, professional manner.
2. Compute and record all cash when received in the office from class registrations and other sources.
3. Prepare copies or other instructional materials as assigned by director.
4. Process, photocopy, type, and prepare forms for school utilization.
5. Maintain all files in a complete, orderly manner in accordance with building and district procedure.
6. Maintain office logs and registers as assigned by the director.
7. Maintain office mailing lists of community resource persons and area school administrators, as assigned.
8. Make appointments and inform the participants.
9. Monitor personnel attendance records and make accurate, timely reports in accordance with district procedures.
10. Handle the phone with a professional tone and demeanor.
11. Monitor area/adult student attendance records and make accurate, timely reports in accordance with district procedures.
12. Prepare and post notices to building employees as directed by the director.
13. Receive, unpack, and verify incoming shipments of materials.
14. Receive, sort, and distribute mail and other documents.
15. Enroll, register, and assist new students with necessary directions.
16. Receive students, parents, and all others in a courteous manner.

17. Enroll Veterans' Affairs students and prepare all documents, reports, and audits to the Veterans' Administration office.
18. Prepare Student Audit Reports and Contract Service Report on the sending schools.
19. Assist guidance counselors on student enrollment and reports.
20. Prepare all bus requests and field trip requests for school activities.
21. Submit maintenance request when necessary.
22. Prepare and maintain all student records as directed by the director.
23. Maintain student discipline files and enter discipline information into the AS400.
24. Assist in dispensing student financial aid dollars.
25. Edit and publish school newsletter on a weekly basis.
26. Maintain and monitor school web page.
27. Maintain computerized file of student competencies.
28. Other job duties and responsibilities necessary in the operation of the director's office.
29. Participate in appropriate in-service education.

TERMS OF EMPLOYMENT: In accordance with length of job defined in the district handbook for classified personnel.

EVALUATION: One annual evaluation submitted to the Human Resources Office. Additional reports may be submitted at the discretion of the supervisor.

SIGNED BY SECRETARY: _____ DATE: _____

SIGNED BY SUPERVISOR: _____ DATE: _____