

JOB DESCRIPTION

POSITION TITLE: Secretary IV, School Social Work/ School Health Services	JOB CODE: 487D
DIVISION: Chief of Staff	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Policy, Planning and Student Support	WORK DAYS: 238
REPORTS TO: Supervisor, School Social Work and Supervisor, School Health Services	PAY GRADE: Rank IV (NC04)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Handles the sensitive requirements of School Social Work and School Health Services with strong emphasis on service, courtesy, tact, and favorable impressions of the School District; coordinates school social work data with proficiency in Word, Excel, and Access; provides secretarial services for departmental social workers and consulting nurses.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing, Microsoft Office, Access, Excel, organizational and customer service skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works independently, sets priorities and multi-tasks to complete assigned tasks efficiently, accurately, and effectively.
3.	Keeps Supervisor of School Social Work and Supervisor of School Health Services informed of situations and circumstances which require special attention.
4.	Manages and organizes the annual evaluation records, calendars, report of absence forms, travel reimbursement, and cell phone invoices for social workers and consulting nurses.
5.	Answers telephone and email, takes messages and provides information to callers; routes calls, mail, and e-mail to appropriate staff members.
6.	Collects School Social Worker Monthly report and 15-day student absence data, develops and maintains School Social Worker database, prepares and maintains Excel spreadsheets; inputs and maintains data for yearly state reports.
7.	Prepares and submits purchase orders, processes check requests, and disbursement of funds for payment; monitors procurement card charges and prepares monthly report; accesses Financial Portal in order to monitor and keep accurate records of School Social Work and School Health Services budget accounts; maintains as appropriate inventory of supplies and equipment.
8.	Maintains, processes and submits Human Resources/Payroll information such as Employee Action Forms, absences, supplemental pay and monthly payroll report.
9.	Assists Supervisor of School Health Services in preparing for and providing training for school nurses.
10.	Maintains and updates the School Social Worker Resource Database and School Social Worker website.
11.	Types correspondence, memorandums, forms and other documents; copies records, reports, or documents for storage and/or destruction.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____