



EMPLOYEE NAME: _____

Revised: 1/86; 1/88; 10/90; 6/92; 2/94; 11/94; 1/95;
11/98; 3/01; 7/06; 8/07; 10/08;10/23

JOB DESCRIPTION

POSITION TITLE: Secretary V, Alternative Education	JOB CODE:
DIVISION: Strategy and Accountability	SALARY SCHEDULE: Office Clerical Annual Schedule
DEPARTMENT: Alternative Education	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director, Alternative Education	PAY GRADE: Rank V (*C05)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides high quality administrative support to the Director of Alternative Education and acts as the liaison for the Ombudsman and After School programs for the county. Communicates effectively with diverse populations in the schools and the community.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: None
3.	Experience: 3 years of responsible clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Proficient Skills: Written and oral communication skills, proficient in Microsoft Office, bilingual preferred

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.	Opens, reads, and routes all mail; handles correspondence for Director.
3.	Prepares correspondence as needed in final form and maintains files of all correspondence and reports.
4.	Completes and updates students' attendance records from the Ombudsman program for the county.
5.	Maintains employee attendance records ensuring accurate reporting information.
6.	Establishes and maintains Director's calendar.
7.	Creates and maintains filing systems for the Alternative Education Program and After School Program.
8.	Answers communications (telephone, email, etc.) among- Central Office, school personnel and the community.
9.	Arranges and organizes meetings, travel, evaluations, and other planning needs.
10.	Prepares and manages purchases and disbursements of funds for alternative education budget including purchase orders and procurement card transactions.
11.	Sets priorities and performs duties; accordingly, demonstrates ability to work independently to complete assigned tasks.
12.	Maintains Alternative Education website with current forms and accurate information.
13.	Receives and updates ASP frequently asked questions, state DECAL information, and maintains all other information regarding the operations of ASP.
14.	Knowledge of district and department policies and procedures.
15.	Resolves conflicts diplomatically and professionally.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____