

## **COLONIAL INTERMEDIATE UNIT 20**

### **POSITION DESCRIPTION**

- TITLE:** Secretary to Supervisor of Pupil Personnel Services
- CLUSTER:** 2C
- QUALIFICATIONS:** Typing, filing, word processing, transcription, calculator skills, and telephone courtesy; High level of confidentiality; Effective oral and written expression; Proficient use of contemporary office equipment; Excellent organizational skills and abilities; Ability to understand and follow written instructions; Ability to sit and stand for long periods of time; Ability to work flexible hours; Experience and leadership skills in secretarial functions and in working with teachers, administrators, support personnel, parents and students.
- REPORTS TO:** Supervisor of Pupil Personnel Services
- LOCATION:** Colonial Intermediate Unit 20 Central Office
- JOB GOAL:** To perform all secretarial functions necessary to assist the Supervisor of Pupil Personnel Services in the management of programs; ensure effective and efficient office operations; be an integral part of the I.U. vision and mission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. **Office Duties and Responsibilities**

To ensure effective and efficient office operations by maintaining confidentiality; providing quality work; improve process efficiency; manage phone calls; maintain staff schedules; manage appointments; handle mail and correspondence; maintain file systems; complete and monitor duplication and lamination requests; maintain work area; participate in the work sharing process; assume additional responsibilities; attend office trainings, workshops, and conferences; be an integral part of the Intermediate Unit's vision and mission by working as a team member, contributing to and achieving department goals, updating supervisor(s) and team members on potential opportunities.

2. **Maintenance of Records and Scheduling**

Develop, coordinate and maintain scheduling for psychiatric evaluations as well as processing referrals for same and maintaining daily schedules for assigned sychologists, contracted staff and Supervisor of Pupil Personnel Services. Also establish and maintain master and personnel files for Pupil Personnel Services.

3. Special Education

Coordinate, sort and schedule psychiatric referrals as well as monitoring conferences and workshops for Pupil Personnel Services.

4. Support and Clerical Services

Develop formats and type letters, special reports, federal budgets and projects as well as evaluations and annual reports for assigned psychologists, Approved Private School referrals and medical services. Process filing, xeroxing, and lamination for department staff members, time sheets, requisitions, bills and expense vouchers are validated and processed. Also provide overflow clerical support.

5. Inventory of Supplies and Equipment

Replenish and develop specific forms and supplies to facilitate Pupil Personnel Services as well as monitor office equipment and supplies for psychological services for Colonial Intermediate Unit 20 and district programs.

6. Inservice Training and Monitoring

Attend training sessions for general and specific projects as assigned and provide current information for staff members regarding office procedures. Attends staff meetings and serve on staff committees as required. Assumes responsibilities for materials, equipment and facilities. Monitor the group sessions for students upon assignment. Keeps current in trends, best practice and related subject matter in order to provide efficient and effective services.

**OTHER DUTIES:**

Responsible for all other duties as assigned by the Supervisor of Pupil Personnel Services and including the accomplishment of job goals as determined by the Colonial Intermediate Unit 20 departmental plan.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

**TERM OF EMPLOYMENT:**

1. Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

## **SECRETARY TO SUPERVISOR OF PUPIL PERSONNEL SERVICES**

### **Standards of Performance**

2010-2011

The Secretary to Supervisor of Pupil Personnel Services will report to the Supervisor of Pupil Personnel Services.

The standards of performance of this position are:

1. **Office Duties and Responsibilities**

To ensure effective and efficient office operations by maintaining confidentiality; providing quality work; improve process efficiency; manage phone calls; maintain staff schedules; manage appointments; handle mail and correspondence; maintain file systems; complete and monitor duplication and lamination requests; maintain work area; participate in the work sharing process; assume additional responsibilities; attend office trainings, workshops, and conferences; be an integral part of the Intermediate Unit's vision and mission by working as a team member, contributing to and achieving department goals, updating supervisor(s) and team members on potential opportunities. (20 points)

2. **Maintenance of Records and Scheduling**

Develop and maintain schedules for psychiatric evaluations as well as processing referrals for same and maintaining daily schedules for assigned psychologists and Supervisor of Pupil Personnel Services. Also establish and maintain master schedules and personnel files for Pupil Personnel Services. Coordinate contracted staff as assigned. (15 points)

3. **Special Education**

Coordinate, sort and schedule psychiatric referrals as well as well as monitoring conferences and workshops for Pupil Personnel Services. (15 points)

4. **Support and Clerical Services**

Develop formats and type letters, special reports, federal budgets and projects as well as evaluations and annual reports for assigned psychologists, Approved Private School referrals and medical services. Process filing, xeroxing and lamination for department staff members. Time sheets, requisitions, bills and expense vouchers are validated and processed. (20 points)

5. **Inventory of Supplies and Equipment**

Replenish and develop specific forms and supplies to facilitate Pupil Personnel Services as well as monitor office equipment and supplies for psychological services for Colonial Intermediate Unit 20 and district programs. (10 points)

**SECRETARY TO SUPERVISOR OF PUPIL PERSONNEL SERVICES**

**Standards of Performance**

7. Other Duties and Responsibilities

Responsible for all other duties as assigned by the Supervisor of Pupil Personnel Services including the accomplishment of job goals as determined by the Colonial Intermediate Unit 20 departmental plan. (10 points)

## **SECRETARY TO SUPERVISOR OF PUPIL PERSONNEL SERVICES**

### **Standards of Performance**

1. Satisfactory performance in respect to office duties and responsibilities will be attained when:
  - 1.1 Confidentiality in job-related matters is understood and never violated.
  - 1.2 Work quality and office efficiency are improved on an on-going basis by requesting and utilizing training in new office technology and techniques. All work is performed in a thorough, neat, accurate and timely manner.
  - 1.3 Telephone calls are courteously managed and accurate and appropriate information is taken and routed to staff. Accurate and current schedules are maintained for assigned staff.
  - 1.4 Staff schedules, appointments, interview schedules, meeting room reservations/ requirements, conference requests and travel arrangements are handled as requested.
  - 1.5 Incoming mail and correspondence is picked up at least once in the morning and once in the afternoon and promptly opened, date stamped, and routed to staff on a daily basis. All mail is reviewed, and urgent and important items are immediately brought to the attention of the appropriate staff member.
  - 1.6 Correspondence and general files are maintained. Duplication and lamination requests are completed and monitored by appropriate timelines as requested.
  - 1.7 Maintenance of the work area is attended to through the care and maintenance of equipment and by keeping the office area in an orderly fashion whereby information can be retrieved.
  - 1.8 Assistance in the work sharing process is provided when requested and on a voluntary basis. Additional responsibilities are willingly assumed as recognized.
  - 1.9 All office training, meetings, and conferences (internal and external) are attended as requested. CPE Tracker is utilized to enroll in and set-up functions and events as requested by staff. This includes class lists, registration and attendance.
  - 1.10 Courtesy and assistance is extended to all employees, visitors, meeting attendees, and appointments through positive and professional relationships.
  - 1.11 Intermediate Unit policies and procedures are followed.
  - 1.12 Intermediate Unit vision and mission are carried out by participation as a department team member in achieving department goals and advising or potential opportunities or problems.

## **SECRETARY TO SUPERVISOR OF PUPIL PERSONNEL SERVICES**

### **Standards of Performance**

2. Satisfactory performance in developing, coordinating and maintaining schedules for psychiatrists, social skills coordinators, assigned psychologists, contracted staff and Supervisor of Pupil Personnel Services. Also establish and maintain master and personnel files for Pupil Personnel Services. These tasks will be attained when:
  - 2.1 Log books are established and maintained to enter referrals, schedule and disseminate psychiatric evaluations to designated individuals.
  - 2.2 Referral information processed for psychiatric referrals in a timely and efficient manner.
  - 2.3 Daily schedules for assigned psychologists and Supervisor of Pupil Personnel Services are monitored as well as contracted staff.
  - 2.4 Master and personnel files are labeled and maintained as materials are available and stored in filing cabinets.
3. Satisfactory performance in coordinating, sorting and scheduling psychiatric referrals as well as conferences and workshops for Pupil Personnel Services will be attained when:
  - 3.1 Psychiatric referrals are monitored.
  - 3.2 Technical assistance for content and reports is provided.
  - 3.3 Training for content of district procedures and filing system is provided.
  - 3.4 Resources and materials as well as monitoring details for the presentation of conferences and workshops are overseen.
4. Satisfactory performance in the development of forms, typed letters, special reports, federal budgets and projects as well as evaluations and annual reports for assigned psychologists, Approved Private School referrals and medical services. Process xeroxing and laminations for department staff members. Time sheets, requisitions, bills and expense vouchers are validated and processed. These tasks will be attained when:
  - 4.1 All forms, letters, special reports, federal projects and budgets as well as evaluations and annual reports are typed in an efficient manner.
  - 4.2 Request for xeroxing and lamination of materials are processed and distributed upon completion in an efficient and timely manner.
  - 4.3 Time sheets, requisitions, bills and expense vouchers are processed and validated for signing by Supervisor of Pupil Personnel Services.

## **SECRETARY TO SUPERVISOR OF PUPIL PERSONNEL**

### **Standards of Performance**

5. Satisfactory performance in replenishing and developing specific forms and supplies to facilitate Pupil Personnel Services as well as the monitoring of office equipment and supplies for Colonial Intermediate Unit 20 and district psychologist services will be attained when:
  - 5.1 Specific forms are designed and typed to facilitate Pupil Personnel Services for specific programs.
  - 5.2 Supplies are obtained and monitored for report writing, maintaining therapy books and modules to implement educational programs.
  - 5.3 Psychologist supplies are stored, locked, inventoried and monitored for issuance to each psychologist.
  
6. Satisfactory performance in attending training sessions for general and specific projects as assigned and provide current information for staff members regarding office procedures will be attained when:
  - 6.1 Attendance at scheduled training sessions are converted into functional procedures in the provision of Pupil Personnel Services.
  - 6.2 Disseminate current information received at training sessions to pertinent staff members.
  - 6.3 Attend four (4) computer training classes provided by Colonial Intermediate Unit 20 Technology staff.
  
7. Satisfactory performance in being responsible for all other duties assigned by the Supervisor of Pupil Personnel Services including the accomplishment of job goals as determined by the Colonial Intermediate Unit 20 departmental plan will be attained when:
  - 7.1 When personnel skills are sufficient to meet specific assignments, the Secretary of Pupil Personnel Services will be required to assist with meeting identified needs of Colonial Intermediate Unit 20.