

Position Description

TITLE: Secretary to the Supervisor of Auxiliary .Services

CLUSTER: Two B

QUALIFICATIONS: High School Diploma.

Valid current Pennsylvania driver's license.

Experience and leadership skills in secretarial functions and working with teachers, administrators, support personnel, parents, and students.

Must have the ability to understand and follow oral and written instructions.

Must be able to take suggestions, directions and criticism relative to procedures and policies as outlined by the Director of Auxiliary Services and Educational Technology and Program Supervisor of Nonpublic Schools And Auxiliary Services

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.

REPORTS TO: Supervisor of Auxiliary Services .

LOCATION: CIU-20 Central Office

JOB GOAL: To perform all secretarial functions necessary to assist Supervisor of Auxiliary Services in the management of programs; ensure effective and efficient office operations; be an integral part of the IU vision and mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Office Duties and Responsibilities

Ensure effective and efficient office operations by maintaining confidentiality; performing work in a neat, accurate, and timely manner; improving on work quality and efficiently; managing phone calls; maintaining staff schedules; making and canceling appointments, interviews, and meeting room reservations; handling in-coming mail and correspondence; maintaining file systems; handling conference requests; maintaining work area; completing and monitoring duplication and lamination requests; participating in the work sharing process; adhering to established work schedules; attend office trainings, workshops and conferences; extending courtesies to staff and visitors; and following IU policies and procedures. To 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 problems and potential opportunities, serving as an appropriate resource person to staff and districts, having the willingness and initiative to assume additional responsibilities, and by maintaining positive and professional relationships.

2. Performs the secretarial duties involved in the activities related to Act 89 Auxiliary Services Program.
3. Performs the secretarial duties involved in the activities related to the administration of the federal programs consortiums.
4. Performs the secretarial duties involved in supporting the activities of the Program Supervisor.
5. Performs the secretarial duties involved in the activities related to the goals outlined in the Departmental Plans.
6. Performs the secretarial duties involved in other major duties and responsibilities.
7. Fulfills requirement to complete four technology trainings each year.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

1. Assumes any other assignments related to the duties above and as requested by the Program Supervisor.
2. Attend staff meetings and serve on staff committees as required by the Program Supervisor.
3. Assume responsibility for materials, equipment and facilities.
4. Assist with effective and efficient office operations by providing back-up switchboard/reception area coverage and coverage with phones and assistance to other work areas as needed.

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

TERMS 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 employe request.

Secretary to the Supervisor of Auxiliary Services
Standards of Performance

1. Satisfactory performance in respect to office duties and responsibilities will be attained when: (30 Pts.)
 - 1.1. Confidentiality in job-related matters is understood and never violated.
 - 1.2. Confidential information, including salaries and benefits, is prepared and maintained relating to contract negotiations.
 - 1.3. 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.
 - 1.4. Positive and professional relationships are maintained with all individuals. Telephone calls are courteously managed and accurate and appropriate information is taken and routed to staff. Written messages shall include name of caller with correct spelling, specific date and time of call, and reason for call utilizing self-duplicating phone message books.
 - 1.5. Appointments, interview schedules, and meeting room reservations and requirements are made or cancelled as directed using proper procedures.
 - 1.6. All 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. All program related bills and invoices are reviewed and given to supervisor.
 - 1.7. Correspondence and general files are maintained by filing information where appropriate and as directed. Filing systems are understood by department back-ups.
 - 1.8. 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. A neat, well-organized secretary's office and work room is maintained.
 - 1.9. Assistance in the work sharing process is provided when requested and on a voluntary basis. Additional responsibilities are willingly assumed as recognized and when requested.
 - 1.9.1 Switchboard/reception area coverage is provided when requested and assigned.

- 1.9.2 Coverage with the telephones and assistance in other work areas is provided when requested.
 - 1.9.3 Additional responsibilities are willingly assumed as recognized and when requested.
 - 1.10. The established work schedule is adhered to by arriving and leaving work by designated starting and ending times and taking lunch within designated time schedule.
 - 1.11. All office trainings, meetings, and conferences (internal and external) are attended as requested.
 - 1.12. Verified completion of four technology trainings is received by supervisor.
 - 1.13. Intermediate Unit policies and procedures are followed.
 - 1.14. Intermediate Unit vision and mission are carried out by participation as a department team member in achieving department goals.
2. Satisfactory performance in respect to the secretarial duties involved in the Auxiliary Services as prescribed in Act 89 will be attained when: (40 Pts.)
- 2.1. The annual budget, forms, correspondence, Board recommendations, monthly Board Report ;contracts, etc. are typed, processed, and all pertinent information is filed.
 - 2.2. Schedules are monitored for Program Supervisor, remedial teachers (11), psychologists (3), guidance counselors (5), field secretaries (3). Supervisor and appropriate schools are advised of daily staff absences. Accurate and current schedules are maintained for assigned staff.
 - 2.3. Rooms are reserved, refreshments are ordered, agendas are forwarded and attendance sheets are prepared for monthly nonpublic staff meetings, and all meetings coordinated by the NPSS Department. Including the non-public principals' meetings and annual Orientation Day.
 - 2.4. Orders for basic supplies for nonpublic supply cabinet are compiled.
 - 2.5. Letters of Agreement are processed with districts that contract with Colonial Intermediate Unit 20 to provide remedial services for their Title 1 students in nonpublic schools.
 - 2.6. The following are updated: staff schedules, assignments, principals' names and schools' addresses, trailer information, etc. as changes occur.
 - 2.7. Orders are compiled for standardized testing materials and scoring for all schools in

Allentown Diocese, Scranton Diocese, and other nonpublic schools.

- 2.8. Conference requests and registration forms are prepared and submitted for approval as directed. Conference registration fees are secured and mailed out. Lodging, transportation, and IU car reservations are made as directed.
- 2.9. Provide support for field staff
 - 2.10.1 Duplication and lamination requests are completed and monitored by appropriate timelines as requested. By staff
 - 2.10.2 Current information is maintained on computer and file is kept by subdirectory of all material on shared drive.
 - 2.10.3 Forms are updated as needed.
 - 2.10.4 Files are maintained for psychologists, including child find documents.
 - 2.10.5 Any necessary correspondence related to psychological reports and records when requested by parents, schools, and physicians is processed.
3. Coordinate and perform secretarial duties supporting the Intermediate Unit activities related to the federal programs consortiums comprising all nonpublic schools in Berks IU 14, Schuylkill IU 29, Carbon-Lehigh IU 21 and Colonial IU 20. This includes Title IIA Professional Development Program, Title IID Technology Flow-Through, Title IV, Safe and Drug-Free Schools and Communities Act and Title VI, Innovative Educational Strategies: (20 Pt.)
 - 3.1. Assistance is given when data needs to be collected for application process as well as final expenditure reports.
 - 3.2. Any necessary correspondence related to these federal programs for nonpublic schools is processed and pertinent information is filed.
 - 3.3. Letters of Agreement and necessary contracts are processed with each Intermediate Unit in the consortium. (IU 14, IU 21, IU 29).
 - 3.4. Purchase orders and requisitions for materials are processed.
 - 3.5. All in-service programs, meetings, and workshops relating to the Safe and Drug-Free Schools and Communities Program are prepared, and pertinent information is filed, and rooms are reserved, refreshments ordered, agendas forwarded, registration forms and attendance sheets are prepared for all trainings.
 - 3.6. Necessary contracts and letters of agreement pertaining to the Safe and Drug-Free Schools and Communities Program are processed.

4. Satisfactory performance in respect to the secretarial duties involved in the job goals outlined in the Departmental Plans will be attained when: (5 Pts.)
 - 4.1. The typing and updating of the plan has been completed.
 - 4.2. The additional secretarial duties required as part of the plan are completed.
 - 4.3. Any necessary correspondence related to the Grant Writing Technical Assistance Program for IU 20 Central Office, public school districts and the Allentown and Scranton Diocese is processed and pertinent information is shared and is filed.

5. Satisfactory performance in respect to the secretarial duties involved in other major duties and responsibilities will be attained when: (5 Pts.)
 - 5.1. Coordinate psychological staff to respond to crises when they occur as directed by Program Supervisor. Notify schools when psychologists are pulled.
 - 5.2. Process child find letters to districts and other appropriate parties when information is provided by psychologists.
 - 5.3. Post information to sharepoint system for communication with staff when requested by the Program Supervisor.
 - 5.4. Post updated information to departmental website as directed by Program Supervisor.
 - 5.5. Make necessary contacts to expedite facilities repairs and maintenance as directed by Program Supervisor.
 - 5.6. Enter staff workshops in the CPE Tracker System, post attendance information upon completion, process Act 48 attendance letters to participants.
 - 5.7. Any other assignments related to the duties above and as requested by the Program Supervisor have been completed.
 - 5.8. Any other assignments related to the operation of the Central Office have been completed.

