

COLONIAL INTERMEDIATE UNIT 20

JOB DESCRIPTION

AND

STANDARDS OF PERFORMANCE

SECRETARY
COLONIAL ACADEMY

2010 - 2011

July 1, 2010

COLONIAL INTERMEDIATE UNIT 20
6 Danforth Drive
Easton, Pennsylvania 18045-7899

POSITION DESCRIPTION

TITLE: Secretary for Colonial Academy
(ES, AE, PHP, AS and LLS Programs)

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.

Data entry skills; Excel; Access; Ability to work flexible hours; Shorthand; Experience and leadership skills in secretarial functions and in working with teachers, administrators, support personnel, parents, and students; Ability to travel during work day up to 20 miles.

REPORTS TO: Principal and Assistant Principal of Colonial Academy

LOCATION: Colonial Intermediate Unit 20/Colonial Academy

JOB GOAL: To perform all secretarial functions necessary to assist the supervisor in the management of programs; ensure effective and efficient office operations; be an integral part of the Colonial Intermediate Unit 20 vision and mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Departmental Responsibilities

To perform those work functions required to assist the Principal/Assistant Principal of Colonial Academy in maintaining effective management of the programs.

Perform work in a neat, accurate, timely manner; manage report collection, typing and distribution; prepare correspondence; complete Master File Updates; maintain files; screen/cover phone calls for all staff; schedule appointments and interviews; post US mail for Transportation Department and Colonial Academy; prepare and maintain program procedural manuals; submit license and proposal renewal documents; prepare Supplemental Agreements; prepare presentations for County, State & District agencies; participate in the coordination of in-service training for staff development; process record releases; prepare statistical data; manage Orientation Day process; contribute to and achieve department goals.

2. Office Duties and Responsibilities

To maintain appropriate documentation and correspondence with the Principal/Assistant Principal for all programs at Colonial Academy.

Type and distribute reports and meeting notes; maintain and secure files; manage program documentation; meet needs of teachers and support staff; improve work quality and efficiency; ensure effective office operations by maintaining confidentiality.

3. Other

To be responsible for all other duties as assigned by the Principal/Assistant Principal of Colonial Academy.

Maintain input of information into database for statistical and billing purposes; assist in the coordination and preparation of special projects; enter program meetings and trainings into CPE Tracker for staff to receive Act 48 credits/CEUs; 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; extend courtesies to staff and visitors; follow IU policies and procedures; serve as a resource person to staff and districts by updating supervisors of potential opportunities or problems; 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; function as a collaborative team member for the general operation of the Colonial Academy and Colonial Intermediate Unit 20;

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

Perform other job functions as directed by the Principal and/or Assistant Principal of Colonial Academy.

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: 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.

7/1/05

Revised 4/19/10 md bbf

SECRETARY FOR COLONIAL ACADEMY

Standards of Performance

The Secretary at the Colonial Academy will report to and be responsible to the Principal/Assistant Principal of Colonial Academy.

The Standards of Performance of this position are:

1. Departmental Responsibilities

To perform those work functions required to assist the Principal/Assistant Principal of Colonial Academy in maintaining effective management of the programs. (60)

2. Office Duties and Responsibilities

To maintain appropriate documentation and correspondence with the Principal/Assistant Principal of Colonial Academy, the Director of Special Education, and the Director of Resolve Behavioral Health Services. (30)

3. Other

To be responsible for all other duties as assigned by the Principal/Assistant Principal of Colonial Academy. (10)

SECRETARY FOR COLONIAL ACADEMY

Standards of Performance

1. Satisfactory performance in respect to performing those work functions required to assist the Principal/Assistant Principal of Colonial Academy in maintaining effective management of the programs will be attained will be attained when:
 - 1.1 Performs work in a neat, accurate, timely manner.
 - 1.2 Evaluation Reports and related Psychological Reports are collected, typed and distributed as required.
 - 1.3 Typed memos and letters dictated by the Principal and/or the Assistant Principal of Colonial Academy, and/or other staff are completed, disseminated, and filed appropriately.
 - 1.4 Program Files, Master Files and Correspondence Files are properly maintained, updated and easily accessible when identified information is requested.
 - 1.5 Appointments, interviews, and other office needs are scheduled properly.
 - 1.6 All incoming and outgoing mail, US Mail, Certified Mail, IU Courier Mail, Priority or Express Mail, etc. is sorted and distributed accordingly. Postage is applied for all outgoing mail for Colonial Academy and the CIU 20 Transportation Department.
 - 1.7 Resolve program procedural manuals and policies are completed, maintained, and filed efficiently.
 - 1.8 License and proposal renewal documents are submitted to the proper authorities.
 - 1.9 Supplemental Agreements for Associate Teachers are completed.
 - 1.10 Presentations for County, State and District agencies and project proposals are professionally prepared, completed and disseminated to appropriate personnel as required.
 - 1.11 Participation in the coordination of in-service training for staff development is provided and documented as requested.
 - 1.12 Record releases are processed per the confidentiality requirements and established deadlines.
 - 1.13 Statistical reports and charts are prepared and distributed as required.
 - 1.14 Associated packets, agendas, assignment letters (and related materials) are prepared for Orientation Day.
 - 1.15 Contributes to and achieves department goals.

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Standards of Performance

2. Satisfactory performance in the requirements of maintaining appropriate documentation and correspondence with the Principal/Assistant Principal of Colonial Academy and the Director of Resolve Behavioral Health Services will be attained when:
 - 2.1 Reports are typed and distributed to proper authorities and meeting notes are prepared, reviewed, and filed maintaining strict confidentiality of content.
 - 2.2 Master files and correspondence files for the Principal/Assistant Principal of Colonial Academy are properly maintained. Inactive files are kept secure by storing in locked cabinets/area.
 - 2.3 Preparation and maintenance of all appropriate documents related to support staff and the Resolve Behavioral Health Services efforts are completed and filed.
 - 2.4 Copies of documents requested by Resolve staff are obtained and forwarded to appropriate staff as requested.
 - 2.5 Timely responses to teachers' needs in relation to office files are made as needed.
 - 2.6 Strives to continuously improve on work quality and efficiency.
 - 2.7 Ensures effective and efficient office operations by maintaining confidentiality

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Standards of Performance

3. Satisfactory performance in the responsibility for all other duties as assigned by the Principal/Assistant Principal of Colonial Academy will be attained when:
 - 3.1 Information is entered into the database for statistical and billing purposes.
 - 3.2 Assistance is provided in the coordination and preparation of special projects.
 - 3.3 CPE Tracker is utilized to enroll in and set-up functions and events as requested by staff. This includes class lists, registration and attendance.
 - 3.4 Duplication and lamination requests are completed and monitored by appropriate timelines as requested.
 - 3.5 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.
 - 3.6 Assistance in the work sharing process is provided when requested and on a voluntary basis. Additional responsibilities are willingly assumed as recognized.
 - 3.7 All office trainings, meetings, and conferences (internal and external) are attended as requested. All secretaries are to complete a minimum of 4 computer training courses per year.
 - 3.8 Courtesy and assistance is extended to all employees, visitors, meeting attendees, and appointments through positive and professional relationships.
 - 3.9 Intermediate Unit policies and procedures are followed.
 - 3.10 Supervisors and team members are updated on problems and potential opportunities. Resource information is given to staff and districts when appropriate.
 - 3.11 Intermediate Unit vision and mission are carried out by participation as a department team member in achieving department goals and advising of potential opportunities or problems.
 - 3.12 Function as a collaborative team member for the general operation of the program.