

JOB DESCRIPTION

CORNBELT EDUCATIONAL COOPERATIVE

JOB TITLE: ADMINISTRATIVE SECRETARY

REQUIREMENTS:

- A.** **Education Level:** Training beyond high school in an applicable area.
- B.** **Experience Desired:** Three (3) to five (5) years administrative secretary experience or a related field.
- C.** **Physical Requirements:** The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Use of wrists, hands and fingers in keyboarding and typing. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description.
- D.** **Other Requirements:** Demonstrate ability to work with people in a positive manner. Strong verbal and written communication skills. Excellent organizational skills, office management skills, and budget management skills. The ability to use a computer for the ability to efficiently use a computer for a variety of tasks. Be self-motivated and able to finish projects in a timely manner. Maintenance of student files. Demonstrate ability to work well with others. Ability to work in a team setting, maintaining a flexible, stable work environment. Management of all materials and supply requisitions. The ability to make decisions and demonstrate public relation skills.

REPORTS TO: COOPERATIVE DIRECTOR

RECEIVES GUIDANCE FROM: COOPERATIVE DIRECTOR
SPEECH/PRESCHOOL COORDINATOR
PSYCHOLOGISTS
BUSINESS MANAGER

ESSENTIAL FUNCTIONS AND DUTIES:

- 1) Assists the Cooperative Director and Business Manager, in planning and carrying out the administrative functions of the Cooperative.
- 2) Knows policies and procedures of the Cooperative and departments in order to provide information to callers and those who come in for information.
- 3) Maintains calendars and schedules for the Director, Speech/ Early Childhood Coordinator, and Psychologists.
- 4) Directs routine questions about special education rules and policies for students, employees, and parents to the appropriate person.
- 5) Works closely with the school psychologists in proof reading of confidential student evaluation reports.
- 6) Works closely with the Early Childhood/Speech Coordinator in maintaining confidential records, reports, schedules, data collection, and correspondences.
- 7) Creates documents including correspondence, budget information, memos, and agendas for meetings, policy revisions, and curriculum guides.
- 8) Maintains attendance and absence records of all Cooperative staff.
- 9) Assists the Director and Business Manager in the development of budgets, managing and filing fiscal documents.
- 10) Assists the Business Manager in completing vouchers, purchase orders, and other financial documents necessary for fiscal operations.
- 11) Manages office supplies, forms, and all office equipment.
- 12) Handles correspondence for all Cooperative office staff including composing, editing, and preparing documents.
- 13) Maintains office cleanliness including shared spaces by vacuuming and other light cleaning duties.
- 14) Screens calls and routes to appropriate person within the Cooperative office.
- 15) Manages student accounting system to track students receiving special education services.
- 16) Assists in developing, refining, and distributing the Policies and Procedures Handbook, and Guide for Special Education Services Handbooks.
- 17) Assists with various projects as requested by all office staff in a timely manner.
- 18) Performs all duties as assigned by the Cooperative Director.
- 19) Understands and practices confidentiality with regard to the requirements set forth in the Family Educational Rights and Privacy Act (FERPA).

WORKING CONDITIONS:

A. Inside	Outside	Both
		XXX

B. Climatic Environment:

Typically, work is conducted in comfortable class rooms, offices and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity.

C. Hazards:

Some classrooms, offices, and school settings may expose employees to communicable diseases. In a typical school setting exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards including structural supports, equipment, materials, and other overall environmental surroundings.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name