

New Albany-Floyd County Consolidated School District

Student Services Secretary (146)

JOB POSTING

Job Details

<i>Title</i>	Student Services Secretary
<i>Posting ID</i>	146
<i>Description</i>	TITLE: Student Services Secretary CLASSIFICATION: Operational Support Staff PAY GRADE 7: \$13.25 - \$14.35 hourly (based on education and experience) LENGTH: 7.5 hours daily / 195 days yearly REPORTS TO: Assistant Principal

QUALIFICATIONS:

- High School Diploma
- Experience of (3) or more years in administrative, accounting/bookkeeping or secretarial position in a similar sized school district or equivalent setting required
- Such alternatives to the above as the Administration may find appropriate and acceptable
- **MUST** be able to type and handle various types of correspondence, paperwork, and reports
- **MUST** be proficient in the use of word processing and database applications with advanced Microsoft Office and Google program skills

RESPONSIBILITIES

- Assists with incoming phone calls and forwards messages for Administrators and Counselors.
- Manages enrollment and withdrawal records.
- Processes and sends report cards, progress reports to 24 sending schools.
- Collects and maintains student's SPED documentation.
- Assists with discipline, managing difficult or emotional situations, responding promptly and accordingly.
- Runs all grade reports monthly and processes senior certificates.
- Assists in maintaining daily attendance and tardy records.
- Assists in managing student health office and health records.
- Maintains dual credit records.
- Collects all PrideWall candidates and pictures monthly.
- Participates in building events including; but not limited to, Open House, Orientation, and Awards Night.
- Prioritizes and plans work activities - able to adjust to new and unexpected situations.
- Processes all transcript and education verification requests.
- Maintains confidentiality of information that may be of privileged or sensitive nature
- Performs other related duties as assigned by the Assistant Principal and/or other designee.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

<i>Shift Type</i>	Part-Time
<i>Salary Range</i>	Per Hour
<i>Location</i>	Prosser Career Education Center

Applications Accepted

<i>Start Date</i>	01/15/2021
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