

Position:	Secretary to the Executive Director of Student Services
Term:	Full-time/12 Months
Classification:	Classified/Non-exempt
Location:	Administration Building
Qualifications:	High School diploma or equivalent; additional business/secretarial courses; 2-3 years clerical or similar field experience, preferably in a school setting with knowledge of student records and IEPs.
Supervisory:	No
Reports to:	Executive Director of Student Services

The successful candidate will be responsible for performing specialized clerical duties that result in the effective and efficient management of student databases and records. This includes timely and accurate complete of required reports for use in internal administrative work as well as legal compliance. This position requires the ability to work collaboratively within a large department and requires a high degree of independence, integrity, commitment, and respect while meeting high expectations of productivity.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Maintain electronic student records and fulfill records requests
- Process and maintain student IEP records
- Assist in the coordination of Special Education transportation requirements
- Configure and submit periodic reports and records for administrative purposes and compliance standards
- Assist other department staff members as needed

- Work cooperatively with parents, students, staff, and general public in a professional, empathetic, customer-focused manner
- Keep informed of, and comply with, state and district regulations as they relate to record management
- Participate in staff development to improve work-related skills
- Carry out all other duties as assigned.

Attendance

Regular and consistent attendance is an essential function of this position.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, talk, and hear. The employee frequently is required to stand or sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must be able to lift 25 pounds.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.