

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: February 23, 2012

SUBJECT: Job description revisions

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

In order to more accurately reflect current job duties the following secretarial job descriptions have been revised:

Pupil Services Secretary- High School, S-3 (previously High School Secretary)

Pupil Services Secretary- RCTC, S-3 (previously Pupil Services Secretary-RCTC)

Pupil Services Secretary- High School/RCTC, S-3 (previously High School Secretary)

Pupil Services Secretary- Registrar, S-1 (previously High School Secretary –Registrar)

Pupil Services Secretary- Student Services, S-3 (previously Pupil Services Secretary)

This is in line with the plan presented to the board in December.

RECOMMENDATION:

Motion to approve the following revised job descriptions- Pupil Services Secretary- High School, S-3; Pupil Services Secretary- RCTC, S-3; Pupil Services Secretary- High School/RCTC, S-3; Pupil Services Secretary- Registrar, S-1; Pupil Services Secretary- Student Services, S-3.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: Student Services
REPORTS TO: Supervisor of Instructional Support-Curriculum
RESPONSIBILITIES TO: Supervisor of Instructional Support-Reading,
REVISION DATE: 2/2012

REQUIREMENTS: Associate Degree preferred, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This employee requires the employee to possess a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. In addition, the employee should have the ability to problem solve, work well in a team environment and an awareness of and attentiveness to individual differences.

Job Statement: Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Perform office receptionist duties as related to prospective students/clients. Schedule appointments as needed and provide necessary information regarding programs available.
2. Develops and copies printed materials.
3. Answers phone calls, routes calls to the proper destination, takes and relays information,
4. Disseminates mail, literature and written messages to staff members.
5. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc.
6. Designs, maintains and inputs source data in computer and verifies printed reports.
7. Creates and prepares school reports as directed.
8. Greets all visitors courteously, determines their needs, and directs them to the proper person.
9. Prepares documents for math coordinators as needed.
10. Assists with compilation of data as directed.
11. Inputs training plans and required documentation as needed.
12. Provides support services for all administrative staff, with supervisor approval, as needed, including but not limited to correspondence, minutes or other related secretarial duties.
13. Provides back up for RCTC as needed (fingerprinting, registration etc).
14. Performs other duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee
Created 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY-RCTC
DEPARTMENT: RCTC
REPORTS TO: RCTC Supervisor
REVISION DATE: 2/2012

REQUIREMENTS: Associate Degree preferred, prior experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, the need to be personally accountable for their work, and the desire to be of service to others. In addition, this employee is able to structure their daily work, to take charge if needed, and is aware and attentive to individual differences.

Job Statement: Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the secretarial/clerical related operations of the RCTC. .
2. Assists in the development and copy of printed materials.
3. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance and correspondence.
4. Answers phone calls, routes calls to the proper destination, takes and relays information.
5. Disseminates mail, literature and written messages to staff members.
6. Designs, maintains and inputs source data in computer and verifies printed reports.
7. Creates and prepares school reports.
8. Troubleshoots student record computer system.
9. Greets all visitors courteously, determines their needs, and directs them to the proper person.
10. Assists customers with fingerprinting, registration or other requests as needed.
11. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
12. Responsible for handling the receipt of monies in the office appropriately.
13. Prepares documents as needed.
14. Performs other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee

Date

Created: 3/98

**ERIE COUNTY TECHNICAL SCHOOL
Job Description**

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: High School
REPORTS TO: Principal
RESPONSIBILITIES TO: Facilities Manager, Admissions Coordinator
REVISION DATE: 2/2012

REQUIREMENTS: Associates Degree preferred, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Prepares receipts for incoming monies.
3. Responsible for student dissemination of student progress and information as directed.
4. Prepares reports as directed.
5. Provides back up for RCTC as needed (fingerprinting, registration etc).
6. Prepares documents as directed.
7. Answers the telephone, routes calls to the proper destination, takes and relays messages.
8. Files correspondence, invoices, data cards or other records in a prescribed manner.
9. Processes student requests.
10. Disseminates mail, literature, email, and written messages to staff members.
11. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Principal, Admissions Coordinator and Facilities Manager.
12. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance, and correspondence..
13. Assists with fingerprinting, registration and other requests as needed.
14. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
15. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee

Created: 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: PUPIL SERVICES SECRETARY- Registrar
REPORTS TO: Director
RESPONSIBILITIES TO: Business and Industry Partnerships, RCTC
REVISION DATE: 2/2012

REQUIREMENTS: Associates Degree Preferred, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: Employee will courteously greet all visitors, determine their needs and direct them accordingly. The registrar will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Answers the switchboard, routes calls to the proper destination, takes and relays messages.
3. Files correspondence or other records in a prescribed manner.
4. Disseminates mail, literature and written messages to staff members.
5. Types a variety of materials, such as letters, or other materials as directed.
6. Inputs source data on computer terminal.
7. Assists with preparing, filing and maintaining records related to students.
8. Input and maintain a student data base.
9. Participate on committees as needed.
10. Assist with secretarial/clerical related operations of RCTC.
11. Facilitate equipment maintenance.
12. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
13. Responsible for handling cash receipts appropriately.
14. Assists customers with fingerprinting, registration and other requests as needed.
15. Performs such other duties as assigned.

Classified Bargaining Unit: S-1

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee

Created: 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL
Job Description

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: High School/RCTC
REPORTS TO: Coordinator of Human and Quality Resources
RESPONSIBILITIES TO: Guidance Counselor, RCTC Supervisor
REVISION DATE: 2/2012

REQUIREMENTS: Associates Degree preferred, prior experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Responsible for handling the receipt of monies in the office appropriately.
3. Responsible for student dissemination of student progress and information as directed.
4. Prepares reports as directed.
5. Prepares documents as directed.
6. Answers the telephone, routes calls to the proper destination, takes and relays messages.
7. Files correspondence, invoices, data cards or other records in a prescribed manner.
8. Processes student requests.
9. Disseminates mail, literature, email, and written messages to staff members.
10. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance, and correspondence.
11. Assists with secretarial/clerical related operations of RCTC.
12. Assists with fingerprinting, registration and other requests as needed.
13. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
14. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee
Created: 3/98

Date