

**Central Valley School District
Job Description #847**

TITLE Central Office Secretary – Truancy and Director of Communications

GENERAL SUMMARY

This position's responsibilities include providing administrative support for the communications office, supporting activities of the communication office, and to serve as secretary to the communications director. It includes promoting positive public relations, providing a wide variety of services to students, staff, and the public, and maintaining a wide variety of records. **This position will also be:** Under the general direction of the Student Services Coordinator. Provides support to attendance secretaries and administrators regarding referrals to the Spokane County Juvenile Court and the Central Valley School District Community Truancy Board.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Communications Secretary may perform all or a combination of the following:

1. Serves as secretary to the Director of Communications. Composes, proofreads, and edits correspondence based on limited instruction or review. Formats and prepares a wide variety of correspondence, presentations, web documents, social media, memoranda, newsletters, bulletins, forms, reports, records, and other materials; duplicates and distributes materials; screens calls, maintains appointment calendar; schedules meetings; opens and routes mail.
2. Prepares and processes requisitions and purchase orders for the communications department. Orders supplies, materials, and equipment; processes, stocks, and distributes materials; maintains budget; tracks expenditures; processes invoices and payment orders. Reconciles procurement card statements.
3. Tracks a variety of deadlines to ensure timely completion and filing of a variety of reports and responses.
4. Prioritizes and organizes effectively.
5. Interacts with students, parents, staff and the public; answers a wide variety of telephone and in-person inquiries; promotes positive public relations for the district.
6. Promotes effective public relations with parents and the general public.
7. Performs pertinent technical functions independently; escalates issues appropriately.
8. Provides a variety of communication services to create a positive learning and teaching environment.
9. Assists in preparation of setup and materials for: events, workshops, meetings, and in-services. Organizes and arranges travel for conferences and trainings.
10. Attends pertinent workshops and training sessions.
11. May serve on various district committees and/or departmental work teams.
12. Provides secretarial assistance to other administrators, teachers, specialists, and parent volunteers as time permits.
13. Performs related duties consistent with the scope and intent of the position.
14. Models appropriate and cooperative behavior, including protecting confidential information consistent with District ethical guidelines.

Truancy Secretary may perform all or a combination of the following:

Coordinate referrals from Central Valley schools to Spokane County Juvenile Court:

1. Interpret, apply, and explain rules, regulations, policies and procedures related to school attendance
2. Receive and route all petitions and court orders to and from schools and juvenile court ensuring accuracy, timeliness, and relevance
3. Provide information to and follow-up with school truancy contacts
4. Coordinate with SROs to serve hearing notices and orders
5. Point of contact for juvenile court
6. Annually update information regarding school contacts for juvenile court
7. Annually update information from juvenile court for schools
8. Annually recommend updates to policy & procedure regarding attendance
9. Annually track and report to OSPI number of Stay Petitions filed
10. As needed, recommend updates to eSchool data entry regarding truancy

Coordinate Community Truancy Board:

1. Schedule all participants – students/families, community members, and staff
2. Keep all participants notified of schedule and schedule changes
3. Make room and hospitality arrangements
4. Provide staff support and create, prepare, and update documents for student file
5. Coordinate student attendance records, academic and disciplinary records for board
6. Maintain statistical data for board regarding students by school/grade and occurrence or diversions from Juvenile Court

7. Provide secretarial support to Community Truancy Board Coordinator
8. Perform other related duties as assigned.

REPORTING RELATIONSHIPS

This position reports to the Director of Communications

MENTAL DEMANDS

Exhibit confidentiality, initiative, creativity, and enthusiasm in performing job functions; model positive ethical behavior setting a good example for students, parents and staff.

Maintain positive communication with parents, despite potentially negative reciprocation from them due to the personal content of these conversations.

Experiences frequent interruptions; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Exposed to visual display terminal for prolonged periods; dexterity, precision and ergonomic caution required in the operation of a computer; potentially exposed to ordinary infectious diseases carried by students. Assistance in meeting and event setup requires ability to move tables/chairs, efficiently carry materials between rooms, and buildings, etc.

QUALIFICATIONS

Education and Experience

Education, training, skills and experience necessary to carry out the assignment, including three (3) years of increasingly responsible office experience, involving records maintenance, accounting and customer service.

Allowable Substitutions

Advanced training in secretarial procedures may substitute for the required experience on a year for-year basis; and other alternatives, such as AA degree, to the above qualifications that the district may find appropriate and acceptable.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively with students, staff, and the public.
 2. Effective customer service and public relations skills.
 3. Ability to work independently.
 4. Required to maintain confidentiality.
 5. Skill in office coordination.
 6. Ability to organize and set priorities.
 7. Ability to set up and maintain accurate files and records.
 8. Knowledge of general bookkeeping procedures.
 9. High-level keyboarding and data entry skills.
 10. Skill in operating a variety of office machines.
 11. Ability to navigate in social media platforms.
 12. Ability to operate and trouble-shoot a computer, and to demonstrate proficiency in use of MS Windows and Office 2010 (Word, Outlook, Excel and PowerPoint).
 13. Skill in correct grammar, spelling, and English usage.
 14. Ability to proofread and make corrections.
 15. Ability to perform accurate mathematical calculations.
 16. Ability to compose and format paper and electronic correspondence following business protocols.
 17. Ability to train, assign, and review the work of others.
 18. Ability to establish and maintain effective working relationships with students, parents, staff, and the public.
 19. Ability to handle emergency crisis situations.
 20. Ability to flex hours when needed for truancy hearings and truancy board meetings.
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UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY