

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Early Childhood Secretary*

QUALIFICATIONS: Must possess at the minimum a high school diploma or its equivalent. Education supplemented by courses in office processes and procedures with clerical and/or secretarial experience is preferred; three years of clerical experience; experience in a preschool setting.

REPORTS TO: Supervisor of Elementary Education or designee

SUPERVISES: None

ACCOUNTABILITY: Performance evaluation annually

SALARY: Secretary 10.5 - month Salary Schedule

TERMS OF EMPLOYMENT: 10.5 - Month

JOB GOAL: To perform duties in an efficient and productive manner; to maintain records in compliance with state and local requirements.

PERFORMANCE RESPONSIBILITIES:

- Coordinate, organize and oversee administrative or special projects such as attendance, October count, application and enrollment process, registration, and tracking information for Public PreK and Early Care and Education program partners.
- Perform clerical and business related duties - set up student files, reserve rooms, submit work orders, copying, filing, and maintain up to date records.
- Answer phones, assist callers with questions and provide information or route calls to the appropriate person.
- Enter data to specific district computerized systems such as personnel and student databases.
- Compose, type, maintain and distribute routine correspondence.
- Contact parents as needed.
- Attend LDOE Early Childhood webinars when appropriate.
- Submit Early Childhood requisitions timely and maintain appropriate files.
- Maintain appropriate funding records and confidentiality of sensitive information.
- Assume other related responsibilities and duties as they relate to maintaining a robust Public PreK program.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborate and communicate effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date

