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August 1, 2017

SCHOOL DISTRICT OF NEW LONDON Notice of Support Staff Position

POSITION OPEN: Student Services Secretary**WHERE/TIME:** Intermediate/Middle School, 7:30 p.m.-3:30 p.m.

Building and hours may be adjusted based upon student needs.

WAGE RANGE: \$17.07 to \$18.11 per hour**BEGINNING DATE:** As soon as possible**DUTIES:** General job description attached**OTHER REQUIREMENTS:** Skills testing may be required.

If you are interested in and qualified for these positions, please notify Personnel Services in writing as soon as possible but no later than August 15, 2017. Please indicate in your letter what position you now hold, what qualifications you have that you feel qualify you for this position, and why you are interested in this position. Please write on the envelope containing your application "**Student Services Secretary**" and send it to Personnel Services at the District Administration Building.

Personnel Services
School District of New London
901 West Washington Street
New London, WI 54961

The School District of New London will provide reasonable accommodation for qualified individuals who are employees or applicants for employment.

If you need assistance or accommodation for the application process because of a disability, please contact the District Administrator's Office.

Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation for an individual's disability.

The School District of New London does not discriminate on the basis of sex, color, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

STUDENT SERVICES SECRETARY
JOB DESCRIPTION

Title: Student Services Secretary – Intermediate/Middle School

Category: Secretary I

Minimum Qualifications:

- Possess a High School Diploma
- Initiate work independently
- Understand and effectively carry out verbal and written instructions
- Proficient in keyboarding and computer skills (word processing, spreadsheets, databases, Google) and other administrative assistant functions
- Maintain positive and effective working relationships with staff members, students, parents and the community
- Ensure strict confidentiality
- Work cooperatively with all staff in fulfilling the district's mission of *Success for All Students*
- Such other qualifications as the Board of Education may deem necessary or desirable

Reports To: Building Principal

Supervises: No one

Job Goal: To provide office assistance to the Student Services Department and Building Leadership Team as needed. To provide students with a safe environment and welcoming and courteous office atmosphere

A. Assist with the communication needs and requirements of the building and the school counseling department

- Place and receive telephone calls, record messages, and make arrangements for meetings with counselors
- Project a positive and courteous attitude and image to the staff, students, and community
- Provide a welcoming office atmosphere to staff, students, and community
- Perform related office duties as required
- Work confidentially and adhere to appropriate code of ethics
- Compile monthly duties in the event of lengthy absences

B. Obtain and organize pertinent data as directed; complete such reports/documents as directed

- Report cards
- Honor roll listing
- Unsatisfactory Progress Reports
- Cumulative folders
- End-of-year reports
- Discipline reports

C. Maintain accurate data-bases, as well as prepare any necessary documentation

- Student course selections
- Scheduling or schedule changes
- Student grades

D. Perform duties in connection with student support

- Organize and assist with class meetings
- Process enrollment/withdrawal forms
- Update permanent records
- Provide coverage for administering daily and PRN medications to students
- Assist with State testing
- Provide for log in and passwords for on-line access for parents

This list of duties and responsibilities is not intended to be all inclusive and may be expanded to include other duties and responsibilities that the Building Principal/designee may deem necessary.

Essential Physical Requirements:

- Work is sedentary in nature requiring occasional moving of up to 10 lb. maximum (i.e. files, mail, reams of paper)
- Ability to remain stationary up to 6-8 hours per day
- Ability to be mobile up to 1-4 hours per day
- Ability to perform simple grasping, pushing and pulling (i.e. filing, file drawers)
- Ability to perform fine manipulation (i.e. keyboard)
- Ability to answer phones and communicate with visitors in a professional manner
- Occasional stooping, bending, reaching and squatting to retrieve files
- Visual acuity to view computer screen and paperwork
- Visual and hearing are required for effective verbal and written communication

Terms of Employment: Extended school year employee with days and hours to be arranged by Building Principal/Designee. Estimated to be 200 working days from 7:30 – 3:30 M-F with occasional days during summer break.

Evaluation: Following the probationary period, performance of this job will be evaluated by the Building Principal/Designee.

Employee Signature

Date