

NAME:

TITLE: **Operations Secretary**

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Ability to communicate effectively with a variety of people under pressure.
3. Ability to type accurately at a rate of 60 wpm.
4. Skill in using spread sheet, data base, & other software
5. Experience equivalent to four years at the secretarial level
6. Knowledge of Federal/State/Local Regulations concerning safety, AHERA, OSHA, ADA, etc.
7. Lifting ability up to forty pounds
8. Ability concerning confidentiality of information and professionalism regarding sensitive matters
9. Ability to organize and prioritize work
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
11. Certificate of good health.

REPORTS TO: Director of Operations

TERMS OF EMPLOYMENT: Twelve month year. Days and hours to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

JOB GOAL: To provide varied and responsible secretarial and administrative support to Operations Office.

PERFORMANCE RESPONSIBILITIES:

<u>Meets</u> <u>Expectations</u>	<u>Needs</u> <u>Emphasis</u>	
_____	_____	1. Acts as liaison with the public.
_____	_____	2. Responsible for telephone and reception duties for operations and transportation services.
_____	_____	3. Responsible for filing and other miscellaneous office duties to include, but not limited to, order, and disburse supplies, maintain accurate records, etc.
_____	_____	4. Provide back up services for all aspects of transportation coordinator duties.
_____	_____	5. Responsible for coordination of worker compensation claims for all district employees.
_____	_____	6. Assist with annual policy and procedure updates.
_____	_____	7. Maintain/monitor operations payroll, leaves, and compensation time.
_____	_____	8. Coordinate departmental purchase orders.
_____	_____	9. Process/monitor all work orders.
_____	_____	10. Assist with repairs/installation of telephone system(s) and mail equipment.
_____	_____	11. Coordinate district key system.

Meets
Expectations

Needs
Emphasis

- | | | |
|-------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 12. Assist in monitoring all OSHA, Americans with Disabilities Act (ADA), and AHERA compliance regulations. Assist with annual policy and procedure updates. |
| _____ | _____ | 13. Work with Operations Director in monitoring and conducting employee training programs. |
| _____ | _____ | 14. Perform other duties as requested my immediate supervisor. |
| _____ | _____ | Attendance |
| _____ | _____ | Punctuality |
| _____ | _____ | Dependability |
| _____ | _____ | Relationship with Other Personnel |
| _____ | _____ | Relationship with Students/Public |
| _____ | _____ | Quality of Work |
| _____ | _____ | Cooperation |
| _____ | _____ | Work Habits (Neatness, Speed, Etc.) |
| _____ | _____ | School Ethics (Confidentiality, Loyalty) |
| _____ | _____ | Other |
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EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

3. _____

I believe that the following areas need improvement:

1. _____

2. _____

3. _____

I have read this evaluation and have had a conference with the evaluator. _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____