

EAST ALLEGHENY SCHOOL DISTRICT

September 20, 2017

Non-bargaining Position

Confidential Secretary

The following position is posted. If you wish to apply, please return the completed application form to Mr. Don MacFann, Superintendent, by Monday, October 2, 2017.

POSITION: CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT
Twelve-month position

WHERE: DISTRICT OFFICE

HOURS: **This is a salary position and the length of the day will be determined by the work to be completed. Each day will be a minimum of eight hours.**

RATE: NEGOTIABLE (Salary Range - \$42,000 - \$45,000)
BENEFITS

REQUIRED DOCUMENTS:

Updated Act 34, Act 151, and Act 114
TB Test
PDE 6004
I-9 Form, Driver's License, Social Security Card

REPORTS TO: THE SUPERINTENDENT

DESCRIPTION OF DUTIES: Duties include but not limited to:

- Taking oral dictation, transcribing, typing correspondence and reports, duplicating materials, preparing required reports, accessing and maintaining personnel files, phone and e-mail communication, and performing a variety of general office duties.
- Generate and process information for collective bargaining – drafting and typing of proposals for collective bargaining, grievances and assist in labor/arbitration matters.
- This position has primary accountability for performing secretarial and general office work to assist the Superintendent with administrative and clerical duties related to the operation of the Superintendent's office including all clerical work for the Board meetings (preparing agenda, creating meeting packets, and any other work pertaining to the Board and the Board meetings).
- Review and revise policy accordingly as per the PSBA Policy News Network, law or regulation changes, the School Board, Superintendent, or other administrators.
- Function as the Aesop Administrator; Work with the substitutes in conjunction with Kelly Educational Services for the professional staff; handle the administration end of Aesop for all support staff and administration.
- Any and all additional tasks, duties or responsibilities as assigned or requested by the Superintendent.

Work with Professional Personnel

Individual Personnel Files
Certification
Seniority Lists
Induction Program
Professional Employee Status/Contracts
Annual Professional Survey
Professional Personnel Salary Budget List/Process Salary/Degree/Step Information at the beginning of the school year
Horizontal Salary Increase Verification
Leave Records
Correspondence – hiring, assignments, any change in status
Rating Forms, Observation Reports (receiving and filing)
Compilation of data for PDE Reports/Submission of reports
Process long term substitute or fulltime employment teacher applications – arrange interviews
Payroll input information for teachers performing homebound instruction

Child Accounting

PDE Reports
Instructional Time Summary – Act 80 Exception System
Kindergarten Entry Age Data
Maintain and verify data for all PIMS reports related to all aspects of child accounting
Section 1305 Students (foster) records and verification of status
Section 1306 Students (group homes)-records and verification of status
Tuition billing for 1306 Students and Cross-District Students, including Duquesne City School District students

Reports

Log reports in and complete them on schedule/maintain data for PIMS uploads
Public School Support Personnel
Request for Reimbursement for School Health Services
PDE/AIU Surveys
Athletic Disclosure Report (Data provided by the athletic director)
Teacher/Principal Survey
Any other reports as directed or required by the Superintendent or other administrative personnel

Any and all additional tasks as assigned by the superintendent.

QUALIFICATIONS:

- High School Graduate
- **MINIMUM** of a 2-year post-secondary degree in a related field
- **Five (5) years experience in a similar position preferred**
- Expertise in typing a minimum of 60 words a minute
- Previous experience as a secretary in the superintendent's office helpful
- Expertise in Microsoft Office Suite, including Word, Excel, Publisher, PowerPoint
- Excellent letter writing and editing skills

- Excellent communication skills (phone/e-mail)
- Generate and process information for collective bargaining
- **Maintain the ability to be trusted with sensitive information – total confidentiality at all times**
- Trustworthy
- Proficient in English, spelling and punctuation
- Efficient in the operation of office equipment and familiar with office practices and procedures
- Possess the ability to function effectively in a public contact situation
- Database Management
- Desktop publishing
- Proofreading
- Positive attitude and excellent work ethic
- Ability to multitask and function in an environment with frequent interruptions

PLEASE NOTE: *This is a general job description and may not reflect all the particulars and details that are associated with each point. Additionally, duties may be modified accordingly when Federal or State laws, guidelines or regulations change.*

FILL IN AND RETURN TO THE SUPERINTENDENT OF SCHOOLS BY MONDAY, OCTOBER 2, 2017.

In addition to those qualifications listed above I possess the following qualifications (please attached a resume that can attest to your qualifications):

Date of Application

Signature

Name

Address

Phone