*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Secretary – Teaching and Learning



 **Reports to:** Director – Teaching and Learning

 **Employment Status:** Regular/Full-time

 **FLSA Status:** Non-Exempt

 **Description:** Assist the Director of Teaching and Learning in facilitating the special education services of the district through the supervision of the many office related tasks

 **NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Answer telephones, record messages and greet visitors
* Handle routine correspondence independently
* Type letters, reports, memos, requisitions, etc. as required
* Maintain appointment calendar and travel schedule for the Director of Teaching and Learning
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Attends meetings and in-services as required
* Assist with recordkeeping of the courses of study and adapted textbooks for the district
* Assist with the preparation and placement of textbook orders
* Assist with the management of the testing schedule

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Interact in a positive manner with staff, students and parents
* Make contact with the public with tact and diplomacy
* Respond to routine questions and requests in an appropriate and timely manner
* Maintain a level of approachability by administration and staff
* Perform other duties as assigned by Pupil Personnel Supervisor

**Qualifications/Certificates:**

* High School Diploma
* 1 year secretarial experience
* 1 years related experience preferred
* Alternative to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner

**Required Testing Continuing Educ./Training Clearances**

None Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date