

**TITLE : STUDENT SUPPORT/TECHNOLOGY SERVICES SECRETARY (220 day)**

**QUALIFICATIONS:**

1. High School Diploma
2. Possess a combination of clerical skills to include typing, filing, record keeping, bookkeeping, a willingness to learn computer applications, word and data processing, and other related clerical skills as the position demands.
3. Proven ability to work in a polite and friendly manner with many different publics.
4. Possess good communication skills both verbal and written.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
7. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

**REPORTS TO:**

Coordinator and/or Director

**JOB GOALS:**

1. To plan, coordinate, and maintain the assigned tasks related to the school and/or the program in a manner that assures proper and efficient service to the students, staff, and the public.
2. Provide a safe and supportive educational environment for all students.

**PERFORMANCE RESPONSIBILITIES** (include but are not limited to):

1. Facilitates the budget process including but not limited to purchase orders, accounts payable, budget input, order and monitor program supplies, etc.
2. Organizes and maintains office files and records
3. Maintains confidentiality of student/staff and program records and respects the confidential nature of the program and will refer to the supervisor if a problem arises.
4. Ability to use a variety of technological software applications.
5. Monitor and renew software agreements and technology program licenses.
6. Monitors and retrieves required documentation from a variety of agencies in order to facilitate required student services (transportation, tutoring, etc.)
7. Facilitates all aspects of the transportation process for displaced homeless and foster care students.
8. Develops, files, and mails correspondence to parents and others as requested by supervisors.
9. Receives and routes incoming telephone calls and inquiries.
10. Maintains office equipment and assists staff with its use.
11. Processes mail, email and all other communications.
12. Greets and directs visitors with a warm and approachable tone.
13. Provides support and service to student, staff, and parents.

**TITLE : STUDENT SUPPORT/TECHNOLOGY SERVICES SECRETARY (220 day)**

14. Processes paperwork for staff conference requests and professional development sessions.
15. Establishes and maintains cooperative relationships with others.
16. Performs other related tasks and assumes other related responsibilities as may from time to time be as assigned by the the appropriate Coordinator/ Director.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**TERMS OF EMPLOYMENT:**

*220 Calendar Year*

**EVALUATION:**

*Performance of this job will be evaluated annually in accordance with the provisions of EAPC Educational Secretaries' Contract.*

**SALARY:**

*Per current EAPC Educational Secretaries' Contract*

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**Regional Plymouth School Committee:**

Information: 13 August 1991  
Discussion: 13 August 1991  
Approved: 13 August 1991

**Plymouth School Committee - Updated**

Information: 1 April 2019  
Discussion: 1 April 2019  
Approved: 1 April 2019