



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Bilingual Secretary- Student Services

**Prepared Date:** 05/06/2022

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### **JOB GOAL:**

Under supervision, performs a variety of complex and responsible secretarial duties in support of the day-to-day operations within Student Services' operational unit. The incumbent will perform Student Registration related services in oral, reading, and writing Spanish.

### **TERMS OF EMPLOYMENT:**

10 month (203 days) contracts, Pay 752 Grade 06, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. High School Diploma required, supplemented by bilingual certification in Oral, Reading and writing Proficiency in Spanish or any equivalent combination of training or experience which provides the required skills, knowledge, and abilities.
2. Requires two years of broad and varied experience in typing and clerical work, along with the ability to handle busy phones and work with more than one task simultaneously.
3. This position requires knowledge of proper office methods, techniques and procedures, word processing techniques, proper telephone techniques, command of the English language along with attention to detail, as well as, interpret orally and translate written material in Spanish as required. Must have skills to learn the operations, procedures, policies and requirements of assigned operational units and apply them with good judgment; interpret, and successfully apply District rules and policies while independently carrying out a variety of technical procedures.
4. Demonstrated proficiency in use of standard office equipment, copier, facsimile machines, calculators, scanners, etc.
5. Evidence of strong interpersonal and organizational skills in working with employees and the public.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Under the direction of the Senior Director of Student Services, provides hands-on assistance and clerical support for efficient student assignment.
2. Troubleshoots service requests for student services.



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3. Informs parents, students, and community stakeholders regarding student assignment processes and requirements.
4. Provides general assistance regarding student files and folders. Researches and performs general secretarial and clerical duties.
5. Assists with the district, state, and federal reports regarding student services as assigned.
6. Establishes and maintains effective work relationships with those contacted in the course of work.
7. Adheres to confidentiality regarding student services and open to a flexible approach to work and the ability to copy with a changing, demanding workload.
8. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.