



Little Rock School District

JOB DESCRIPTION

Position Title: Secretary - 12 Months Counseling Department

Prepared Date: 12/06/20201

JOB GOAL:

Responsible for providing assistance to the Coordinator of Counseling and College-Workplace Readiness in the area of office administration in order to achieve the department's curriculum goals.

TERMS OF EMPLOYMENT:

Twelve (12) Month (245 days) contract - Pay 802 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. At least 60 college hours required. Bachelor's degree from college or university preferred.
2. Five (5) years' experience in public or private sector in secretarial or office management areas.
3. Demonstrated competency in standard office administration programs such as Microsoft programs, including Word, Excel, PowerPoint and Access, as well as other microcomputer applications and standard office equipment.
4. Evidence of strong skills in meeting and dealing with the public in a manner that will promote a positive image of the Little Rock School District.
5. Strong interpersonal, organizational, oral and written communication skills.

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. Serves as principal assistant to the Coordinator preparing correspondence, screening telephone calls, maintaining calendars, setting up meetings, and making travel arrangements. Maintains correspondence filing system.
2. Serves as principal point of contact with the Human Resources Department in coordinating the personnel actions of assigned personnel, both permanent and temporary.
3. Maintains departmental personnel files for all assigned employees.
4. Maintains administrative files as required.
5. Utilizes Microsoft applications to create, complete, and aid the preparation of the Department.
6. Prepares original correspondence and distributes to employees as delegated and identified by Coordinator.
7. Prepare requisitions and purchase orders for counseling and student services departments and oversees each department's budget.



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8. Oversees general office administration to include, but not limited to, appointments, correspondence routing and distribution of administrative matters.
9. Coordinate annual events such as: College Night, Career Day, and Counselor Week.
10. Maintain LRSD Counseling social media accounts. Add or create pages for any upcoming information to the LRSD Counseling webpage as needed.
11. Enter, monitor, and audit payroll for Counseling and Student Services Departments.
12. Performs other duties as may be 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, and 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.