

## Job Description

**Title:** Secretary to Director of Assessment, Research, & Evaluation - 12 Month

**Reports to:** Director of Assessment, Research, & Evaluation

**General Summary:** Assists in the efficient operation of the Student Information System and Department of Assessment, Research, & Evaluation by performing a wide variety of technical support, communication, clerical, record keeping, bookkeeping, and general office duties with

Maintains files and records including but not limited to research applications, contracts, and program evaluations. (5%)

Maintains inventory of Department of Assessment, Research, & Evaluation storage items. (5%)

Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with written and electronic communications to parents, students, staff, and public using tact, courtesy, and professionalism. (5%)

\* Ability to establish and maintain cooperative working relationships with staff and other stakeholders.

**Special Requirements:**

	Occasional <u>0 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing .....		X	
2. Walking .....		X	
3. Sitting .....			X
4. Lifting 50-60 lb max. ....	X		
5. Carrying 50 feet .....	X		
6. Pushing / Pulling .....	X		
7. Climbing / Balancing.....	X		
8. Stooping / Kneeling / Crouching / Crawling .....	X		
9. Reaching / Handling.....		X	
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color .....			X

The statements herein 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, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_