

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

EXECUTIVE ASSISTANT, Supplemental Educational Services (SES)

QUALIFICATIONS

- Associate's degree OR High School Diploma, equivalence or Florida Special Diploma with at least five years of secretarial experience.
- Bilingual preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Knowledge of basic problem resolution strategies.
- Skill in problem solving, organizing and effectively managing time.
- Skill in reading, interpreting and applying applicable program laws/guidance.
- Ability to work cooperatively with personnel at all levels.
- Ability to maintain confidentiality.
- Ability to work non-routine hours as needed.

SUPERVISION

REPORTS TO Assistant Principal on Assignment for SES
SUPERVISES No supervisory duties

POSITION GOAL

To assist the SES Administrator in implementing the requirements for SES under No Child Left Behind by performing clerical tasks.

PERFORMANCE RESPONSIBILITIES

1. * Answer telephone calls dealing with routine matters concerning Supplemental Educational Services.
2. * Assist with routine correspondence and communication with parents, providers, and employees.
3. * Enter and maintain information in the SES electronic tracking system.
4. * Prepare and type camera-ready copy of parent notification documents and other publications.
5. * Track provider invoices and expenditures.
6. * Track expenditures for SES administration.
7. * Assist with Provider Fairs.
8. * Maintain SES files and records.
9. * Assist with compiling data required by the Florida Department of Education.
10. * Demonstrate effective verbal and written communication skills.
11. * Operate necessary office equipment proficiently/efficiently.
12. * Keep professional skills updated by attending assigned state, federal, and local workshops and conferences.
13. * Perform other duties as assigned.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

C-C \$31,925 - \$56,694
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 16
EEO-5 Line 51
Function Vary
Job Code 1933
Survey Code 63090

FLSA

Applicable
 Not applicable

BOARD APPROVED

February 12, 2008

ADA Information Provided by Tina Dyer
Position Description Prepared by Tina Dyer