

JOB DESCRIPTION

POSITION TITLE: Secretary VI, Student Discipline	JOB CODE: 474C
DIVISION: Chief of Staff	SALARY SCHEDULE: Office Clerical/Technician Schedule
DEPARTMENT: Student Discipline	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director, Student Discipline	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides administrative support for the Director, Student Discipline	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2-5 years of responsible secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing, knowledge of the operation and application of computer technology; proficiency in Spanish preferred

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supports Director of Student Discipline.
3.	Routes and responds to correspondence accordingly.
4.	Manages financial transactions, including purchase orders and Department procurement card.
5.	Process student discipline waivers.
6.	Maintains bookkeeping records for the Office of Student Discipline.
7.	Schedules student discipline hearings, prepares hearing decisions and student subpoenas, prepares student discipline appeals to the Board and the State; prepares monthly discipline reports for the Board.
8.	Handles travel arrangements and reimbursements for the department.
9.	Produces periodic discipline reports.
10.	Reviews and revises Department communications.
11.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____