

**JOB DESCRIPTION
FOR
SUPPORT SECRETARY**

RESPONSIBLE TO:Director of Operations

GENERAL DUTIES:Perform office functions for various Academic and Career-Technical programs as well as serve as support secretary for administrative staff

SPECIFIC DUTIES:

1. Perform clerical duties for Supervisors and Assistant Director, Satellite Programs
2. Process correspondence and reports as assigned
3. Complete copy requests for assigned instructors
4. Collect, organize and distribute beginning of the year student forms
5. Prepare list of collected beginning of the year forms and distribute to Supervisors.
6. Record and file health and insurance forms
7. Prepare and accurately enter requisitions on USAS Accounting System for educational and uniform supply and rotary accounts
8. Assist with the processing, budgets and management of grants
9. Collect and process monies for student organization fundraising
10. Act as financial sponsor for SkillsUSA, prepare budgets and handle all financial accounts
11. Assist administrators and advisors with student organization activities
12. Assist in sale and distribution of supplies; collect money and order extra/prepaid shirts and uniforms; order all program shirts.
13. Assist transporting students on Associate school delays or early releases.
14. Maintain stock of First Aid supplies and distribute supplies to First Aid kits.
15. Perform other duties as assigned by the Superintendent and/or his/her designee