

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE 1/16/87

LAST REVISION DATE 10/13/93

BAND & GRADE A-1-3-3

POSITION TITLE Indian Education Secretary

IMMEDIATE SUPERVISOR Coordinator of Indian Education

Job Summary (Basic Purpose of Position)

Vince Bayl
SUPERVISOR

Sharon M. Peterson
EMPLOYEE

To ensure effective office operations and keep sound communication between students, parents and staff.

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D.W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					EVIDENCE EXISTS THAT:
1.00 Perform general office duties. 1.01 Act as receptionist for the Indian Education program. 1.02 Prepare and type memos, letters and other correspondence for coordinator and staff. 1.03 Direct phone calls to proper personnel. 1.04 Greet those who enter office and direct them to appropriate personnel. 1.05 Sort and distribute mail. 1.06 Requisition, distribute and inventory supplies. 2.00 Maintain program records and reports. 2.01 Mail quarterly certificates to enrolled students. 2.02 Collect data for program reports; compute data in proper format. 2.03 Maintain student records and Indian certification forms for Johnson O'Malley and Title V program. 3.00 Other duties as assigned.	A A A A A A A A3 A3 N/A	5 20 5 5 3 2 30 15 15		KNOWLEDGE OF: 1. State and federal rules that apply to Indian Education 2. Indian cultures and language 3. Office procedures 4. Record keeping 5. Student registration SKILLS: 1. Verify student enrollment status 2. Operate office equipment 3. Inventory skills ABILITY: 1. Utilize time management techniques 2. Create an inventory system 3. Communicate with various publics	1.01 Receptionist procedures were followed correctly. 1.02 Correspondence was prepared to the satisfaction of the coordinator. 1.03 Phone calls were properly handled. 1.04 Visitors to the office were treated appropriately. 1.05 Mail was sorted and distributed according to directions. 1.06 Requisition procedures were followed. 2.01 Quarterly certificates were mailed according to proper timelines. 2.02 All data for state and federal reports were collected and assembled according to guidelines provided. 2.03 All student records were properly maintained.