

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 1/16/1987
LAST REVISION DATE 10/13/1993
BAND & GRADE A-1-3-3

POSITION TITLE Indian Education Secretary

IMMEDIATE SUPERVISOR Coordinator of Indian Education

Job Summary (Basic Purpose of Position)

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

SUPERVISOR

EMPLOYEE

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					
1.00 Perform general office duties.				Knowledge of:	
1.01 Act as receptionist for the Indian Education program.	A	5		1. State and federal rules that apply to Indian Education	1.01 Receptionist procedures were followed correctly.
1.02 Prepare and type memos, letters and other correspondence for coordinator and staff.	A	20		2. Indian cultures and languages	1.02 Correspondence was prepared to the satisfaction of the coordinator.
1.03 Direct phone calls to proper personnel.	A	5		3. Office procedures	1.03 Phone calls were properly handled.
1.04 Greet those who enter office and direct them to appropriate personnel.	A	5		4. Record keeping	1.04 Visitors to the office were treated appropriately.
1.05 Sort and distribute mail.	A	3		5. Student registration	1.05 Mail was sorted and distributed according to directions.
1.06 Requisition, distribute and inventory supplies.	A	2		Skills:	1.06 Requisition procedures were followed.
2.00 Maintain program records and reports.				1. Verify student enrollment status	2.01 Quarterly certificates were mailed according to proper timelines.
2.01 Mail quarterly certificates to enrolled students.	A	30		2. Operate office equipment	2.02 All data for state and federal reports were collected and assembled according to guidelines provided.
2.02 Collect data for program reports; compute date in proper format.	A3	15		3. Inventory skills	2.03 All student records were properly maintained.
2.03 Maintain student records and Indian certification for Johnson O'Malley and Title V programs.	A3	15		Ability:	
3.00 Other duties as assigned.	N/A			1. Utilize time management techniques	
				2. Create an inventory system	
				3. Communicate with various publics	