

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUSINESS TECHNOLOGY EDUCATION SECRETARY

SALARY SCHEDULE: SSP6

COST CENTER: SARASOTA COUNTY TECHNICAL CENTER (0391)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must receive a minimum score of 80% on the MS Word test.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess computer skills in Microsoft Works and Excel. Ability to type at fifty (50) words per minute. Knowledge of bookkeeping standards. Ability to use a calculator. Possess telephone and customer service skills. Possess mathematical computational skills. Ability to plan, organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director or Assistant Director

JOB GOAL

To support the Assistant Director in matters related to part-time computer classes, industry training and general office operations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide administrative support to part-time and full-time instructors.
- * (2) Provide accurate program information to callers.
- * (3) Manage the registration process for part-time classes which involves maintaining scheduling database, requesting registration forms and scheduling rooms.
- * (4) Monitor enrollment in part-time computer classes on a daily basis and provide updates to the Assistant Director on a regular basis.
- * (5) Provide administrative assistant support for industry-related training.
- * (6) Maintain an adequate supply of courseware for part-time and industry-related classes.
- * (7) Prepare completion certificates as needed.
- * (8) Collect and distribute mail to all department members.
- * (9) Assist with the management of monthly microcomputer class registration.
- * (10) Act as liaison for BTE contractual and corporate partnerships.
- * (11) Supervise student office interns.
- * (12) Prepare refund authorization for part-time computer classes.
- * (13) Prepare invoices for industry training classes.
- * (14) Maintain accounts receivable records for industry-related classes.
- * (15) Deposit payments from companies with the Bookkeeping Department.
- * (16) Handle invoicing and accounts receivable for the Incumbent Worker Training Program.
- * (17) Assist with the preparation of quarterly microcomputer schedule.
- * (18) Send notification of class assignments to part-time teachers.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.

- *(20) Provide for a safe and secure workplace.
- *(21) Model and maintain high ethical standards.
- *(22) Follow attendance, punctuality and proper dress rules.
- *(23) Maintain confidentiality regarding school matters.
- *(24) Maintain positive relationships with staff and vendors.
- *(25) Participate in workshops and training sessions as required.
- *(26) Communicate effectively with staff.
- *(27) Keep supervisor informed of potential problems or unusual events.
- *(28) Respond to inquiries and concerns in a timely manner.
- *(29) Prepare all required reports and maintain all appropriate records.
- *(30) Follow all School Board policies, rules and regulations.
- *(31) Exhibit interpersonal skills to work as an effective team member.
- *(32) Demonstrate support for the School District and its goals and priorities.
- *(33) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities