

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SECRETARY I, BILINGUAL

**SALARY SCHEDULE: SSP5**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Demonstrate oral and written proficiency in a targeted language other than English.
- (3) Must receive a minimum score of 75% on MS Word test.
- (4) Demonstrate proficiency in secretarial skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to meet and interact with the public in both English and a targeted language other than English. Demonstrates oral and written fluency in a targeted language other than English. Ability to translate and/or interpret a foreign language into English, as well as translate and/or interpret English into the target language. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of school and/or District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Basic mathematical skills. Good organizational skills.

**REPORTS TO:**

Principal or designee  
District level administrator

#### JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Maintain student data files in computer as appropriate or assigned.
- \* (2) Operate office machines.
- \* (3) Type, translate, interpret letters, forms and reports in appropriate language(s).
- \* (4) Duplicate, assemble and distribute documents in appropriate language(s).
- \* (5) Assist in maintaining files, answering telephones and distributing mail in appropriate language(s).
- \* (6) Act as bilingual receptionist, greeting the public in a courteous and helpful manner.
- \* (7) Assist public by answering routine questions, scheduling appointments and completing forms in appropriate language(s).
- \* (8) Assist in preparing bilingual communication for students and/or parents regarding various activities and announcements at school.
- \* (9) Receive, translate, interpret, and route bilingual incoming calls in a courteous manner.
- \* (10) Conduct daily attendance procedures, including scanning forms, preparing absence lists and follow-up on student absences.
- \* (11) Work with administrator / designee in relation to FTE accounting.

- \*(12) Communicate effectively in appropriate language(s) with public, students, coworkers and administration.
- \*(13) Respond to inquiries and concerns in a timely manner.
- \*(14) Keep supervisor informed of potential problems or unusual events.
- \*(15) Demonstrate initiative in the performance of assigned responsibilities.
- \*(16) Model and maintain high ethical standards.
- \*(17) Follow attendance, punctuality and proper dress rules.
- \*(18) Maintain confidentiality regarding school matters.
- \*(19) Maintain positive relationships with students, parents and staff.
- \*(20) Participate in workshops and training sessions as required.
- \*(21) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- \*(22) Perform data entry as necessary or assigned.
- \*(23) Prepare all required reports and maintain all appropriate records in appropriate language(s).
- \*(24) Follow all School Board policies, rules and regulations.
- \*(25) Exhibit the interpersonal skills and multicultural skills necessary as an effective team member.
- \*(26) Demonstrate support for the School District and its goals and priorities.
- (27) Perform other incidental tasks consistent with the goals and objectives of this bilingual 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