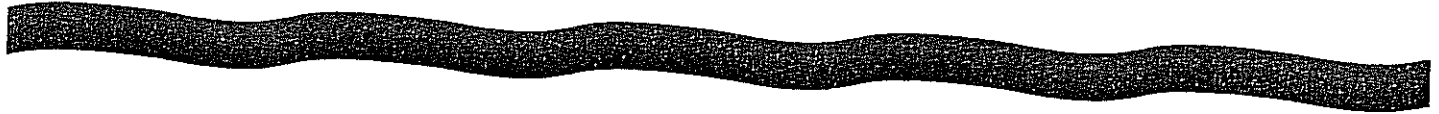




SECRETARIES

W.C.S.D.

**Building Secretary
review as requested
by the Board of
Education
March 27, 2006**



District Secretarial Numbers Projections for the 2006/2007 School Year

School	Enrollment	Number of Secretaries	Students Per Secretary Ratio	Classifications of Secretaries	Total Number of Secretarial Hours Per Year	Hours Per Student Ratio
Russell	293	1	293.00	B	1507.5	5.15
Sugar Grove	272	1	272.00	B	1507.5	5.54
EMHS	596	4	149.00	A, B, B, B	5639	9.46
North Attendance Area	1161	6	193.50		8654	7.45
AV	141	1	141.00	B	1608	11.40
SES	137	1	137.00	B	1507.5	11.00
SAMHS	385	3	128.33	A, B, B	4894	12.71
East Attendance Area	663	5	132.60		8009.5	12.08
YEMS	650	3	216.67	A, B, B	4634	7.13
YHS	402	4	100.50	A, B, B, B	6041	15.03
West Attendance Area	1052	7	150.29		10675	10.15
WAEC	663	2.5	265.20	B, B, .5B	3517.5	5.31
SSELC	362	1.5	241.33	B, .5B	2211	6.11
Bealy	557	4	139.25	A, B, B	4634	8.32
WAHS	941	5	188.20	A, B, B, B, B	7247	7.70
WCCC	384	2	192.00	A, B	3227	8.40
Central Attendance Area	2523	15	168.20		20836.5	8.26
District	5399	33	163.61		48175	8.92

* WCCC students are not included in total of Central Attendance Area students. Also, enrollment projections for the WCCC are 198 in the a.m. and 186 in the p.m. All students are not at the WCCC at one time.

Class A Secretaries - 260 Days

Class B Secretaries - 201 Days (180 student days + 14 days beyond students + 7 paid holidays)

Enrollment March 30, 2006

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Russell ES	34	45	48	51	43	41	(41)							303
Sugar Grove ES	35	37	38	35	41	39	(42)							267
Eisenhower MHS								(94)	(94)	(114)	(118)	(93)	97	610
North Attendance Area	69	82	86	86	84	80	83	94	94	114	118	93	97	1180
Allegheny Valley ES	20	31	22	19	32	(22)								146
Sheffield ES	23	16	26	21	20	(31)								137
Sheffield AMHS							(52)	(59)	(63)	(58)	(48)	(52)	57	389
East Attendance Area	43	47	48	40	52	53	52	59	63	58	48	52	57	672
Youngsville EMS	81	82	72	69	69	(74)	(78)	(71)	71	110	109	77		596
Youngsville HS									(110)	(109)	(106)		87	489
West Attendance Area	81	82	72	69	69	74	78	71	110	109	106	77	87	1085
South St. ELC	189	154												343
Warren AEC			179	165	182	(176)								702
Beatty-Warren MS							(173)	(206)	(240)					619
Warren AHS								2	1	(244)	(242)	(214)	197	900
Central Attendance Area	189	154	179	165	182	176	173	208	241	244	242	214	197	2564

Total (2005-2006)	382	365	385	360	387	383	386	432	508	525	514	436	438	5501
Total (2004-2005) Apr. 5, 2005	365	399	372	396	372	387	450	528	504	561	513	445	454	5797
Difference	17	-34	13	-36	15	-4	-64	-96	4	-36	1	-9	-16	-296

In 2004-2005, there were 26 Ungraded students at the Elementary level and 25 Ungraded students at the Secondary level. They have been included in the Total.

Warren County Career Center

AM	175
PM	178
Total	353

06/07
198 AM
186 PM
384

K-6	2648
7-12	2853
Total	5501

School	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Total Reg.	SP.ED. (inc)	05/06 Oct. 3	Change
<i>Russell</i>	30	34	45	49	51	43	41	293	✓	301	-8
Teachers	1	2	2	3	2	2	2	14		14	0
<i>Sugar Grove</i>	45	36	38	39	34	42	38	272	✓	266	6
Teachers	1	2	2	2	2	2	2	13		13	0
<i>North Area</i>	75	70	83	88	85	85	79	565	0	567	-2
Teachers	2	4	4	5	4	4	4	27		27	0
<i>Allegheny Valley</i>	14	23	31	22	19	32		141	✓	142	-1
Teachers	0.5	1	2	1	1	2		7.5		7.5	0
<i>Sheffield Elem</i>	29	24	16	26	22	20		137	✓	140	-3
Teachers	1	2	1	2	1	1		8		7.5	0.5
<i>East Area</i>	43	47	47	48	41	52		278	0	282	-4
Teachers	1.5	3	3	3	2	3		15.5		15	0.5
<i>South St. ELC</i>	161	201						362	✓	352	10
Teachers	4	10						14		13.5	0.5
<i>Warren AEC</i>			148	175	164	176		663	✓	703	-40
Teachers			8	9	8	8		33		32	1
<i>Central Area</i>	161	201	148	175	164	176		1025	0	1055	-30
Teachers	4	10	8	9	8	8		47		45.5	1.5
<i>Youngsville E/M</i>	60	77	81	71	69	69		427		445	-18
Teachers	2	4	4	3	3	3		19		21	-2
<i>West Area</i>	60	77	81	71	69	69		427	0	445	-18
Teachers	2	4	4	3	3	3		19		21	-2
Totals 2006/2007	339	395	359	382	359	382	79	2295	0	2349	-54
Teachers	9.5	21	19	20	17	18	4	108.5	0	108.5	0.0
Average Class Size	17.8	18.8	18.9	19.1	21.1	21.2	19.8	19.4		19.5	
Totals 2005/2006	391	367	379	359	392	382	79	2349		2354	-5
Teachers	9.5	20	21	18	18	18	4	108.5		108.5	0
Difference	0	1	-2	2	-1	0	0	0			
Enrollment Change	-52	28	-20	23	-33	0	0	-54			

6.5
small class I.

WARREN COUNTY SCHOOL DISTRICT
Office of Human Resources
Job Description

Secretary

Supervisor: Building Principal or Supervisor
Evaluator: Building Principal or Supervisor
Department: Assigned Building or Department

Description

The Secretary position directly supports the operations and functions of the Warren County School District.

Qualifications

- Demonstrate strong communication, organizational and problem solving skills
- Demonstrate strong computer, typing, clerical and secretarial skills
- Ability to promote a positive image, maintain confidentiality, and work with little supervision
- Ability to learn new skills and operations

Duties, Responsibilities, and Functions

The essential functions of this position include, but are not limited to, the following:

- Maintain activity, athletic, and petty cash accounts including holding funds and making bank deposits
- Type all correspondence from the principal or supervisor
- Maintain up-to-date files for students
- Maintain workman's compensation and insurance files
- Maintain inventory of office and consumable supplies
- Maintain employee files and process employee time sheets
- Type observations and evaluations
- Screen phone calls and visitors
- Notify proper individuals in the correct order during emergencies
- Be aware of legal liabilities in regard to students
- Maintain strict student and employee confidentiality
- Perform other duties as assigned by the building principal

Safety Precautions Associated With This Position

- High stress level
- Personal and student safety
- Work with the public

Comments

Communication and Interpersonal Skills	
	Answer multiple phone lines
	Transfer phone calls
	Take and deliver messages
	Handle emergency phone calls according to procedure
	Greet caller / visitor promptly, courteously and professionally
	Address needs / concerns of caller / visitor
	Maintains confidentiality
	Manages mail, fax and email in a timely manner
	Assist students / co-workers
Computer Knowledge and Skills	
	Compose and send email
	Add and delete Contacts
	Forward and Reply to messages
	Apply grouping within an email application
	Add an attachment
	Open and save attachments
	Maintain folders
	Follow email etiquette guidelines
	Utilize Toolbars
	Maintain daily email
	Schedule Calendar appointments
	Manage Tasks
	Print from areas of Outlook
	Archive Outlook information
	Create a new spreadsheet
	Utilize scrolling within a spreadsheet
	Utilize elevators within a spreadsheet
	Sort data within a spreadsheet
	Apply and utilize formulas within a spreadsheet
	Apply sizing within a spreadsheet
	Apply dragging - fill handle within a spreadsheet
	Utilize a workbook in a worksheet within a spreadsheet
	Utilize Toolbars within a spreadsheet application
	Utilize freezing panes within a spreadsheet
	Format a cell within a spreadsheet
	Insert comments within a spreadsheet
	Print various sized worksheets by choosing percent within a spreadsheet
	Utilize help within a spreadsheet application
	Create and save a new word processing document
	Edit a previously created work processing document
	Utilize page setup to format a word processing document
	Apply margins to a word processing document
	Add and edit a header and footer to a word processing document
	Set orientation of a word processing document
	Utilize Toolbars within a word processing application
	Set and utilize tabs within a word processing document
	Utilize columns within a word processing document

	Apply fonts, font size and font color to a word processing document
	Apply justification / alignment to a word processing document
	Mail merge within a word processing document
	Create labels from a word processing document
	Access applications from Start Menu
	Access My Documents
	Access My Recent Documents
	Access Control Panel
	Utilize Search
	Log On / Log Off of network
	Select a printer from network
	Utilize Citrix
	File navigate from Citrix to desktop
	File navigate from desktop to Citrix
	Manage PDF files
	Identify status of application / task through Status Bar
	Utilize Help of application or computer operation
	Enter, edit and maintain attendance in Student Information System
	Custom search in in Student Information System
	Register a new student in Student Information System
	Enter / Re-enter / Withdraw a student in Student Information System
	Extract a report from Student Information System
	Process report cards from Student Information System
	Process interim progress reports from Student Information System
	Enter discipline incident in Student Information System
	Add and maintain Contacts in Student Information System
	Add and maintain Activities in Student Information System
	Add, edit and maintain student information in Student Information System
General Knowledge and Skills	
	Requisition materials / supplies / equipment
	Create programs / awards / certificates
	Create presentations
	Create and use templates
	Create and use forms
	Create a professional memo
	Create a professional letter
	Know and apply WCSD Attendance Policies and Procedures
	Order and maintain supplies
	Keyboarding
	Register and enroll a new student grades 1-12
	Register and enroll a new kindergarten student
	Know and apply WCSD Entry / Withdrawl Procedures
	File / Record keeping
	Schedule building staff absences
	Arrange for substitute coverage
	Prepare and distribute support staff timesheets
	Complete Absence Summary Sheets for all staff
	Track, maintain and report building or dept. account expenditures
	Track, maintain and report petty cash account expenditures
	Track, maintain and report holding account expenditures
	Track, maintain and report activity free and reduced lunch applications

	Track, maintain and report activity account expenditures
	Track, maintain and report athletic account expenditures
	Input data
	Research / Investigate information
	Generate reports
	Working knowledge of WCSD Policy / Procedure manual
	Working knowledge of WCSD student handbook
	Working knowledge of WCSD administrative handbook
	Working knowledge of WCSD negotiated contracts
Responsibility	Know priorities and priorities of supervisor
	Know WCSD contact information for specific problems
	Demonstrate ability to work independently
	Demonstrate ability to multi-task
	Demonstrate organizational skills
	Demonstrate efficiency
	Meet deadlines
	Follow direction
	Display initiative
	Observance of rules (reports and leaves on time, uses breaks and lunch appropriately)
	Cooperation with supervisors
	Attitude on the job
	Dependability
	Demonstrates initiative, persistence and drive
	Works well under stress

The Association believes that the positions of secretaries who work in the libraries of Warren Area High School, Eisenhower Middle/High School, and Sheffield Middle/High School should have one hour added to each of those positions based on the fact that their duties warrant the extra time. Their duties include but are not limited to the following:

WARREN AREA HIGH SCHOOL

1. Take attendance in Pentamation for students assigned to the library for homeroom.
2. Collect library cards from students coming to library from study hall. Mark cards, fill out and send sheet to study hall listing students who are in the library from study hall on a period-by-period basis. Maintain a list in the library of students who are in the library from study hall on a daily basis.
3. Assist in circulation of library materials (checking materials in and out to students and staff).
4. Copy materials for students and staff.
5. Assist librarian with Life Skills Support Class.
6. Clear flags for Nova Net students.
7. Assist students when teachers bring classes to the library to use computers, research materials, etc.
8. Type and process forms, library schedules, letters, shelf list cards, etc.
9. Prepare all orders for materials selected for purchase by library media specialist.
10. Maintain inventory of supplies, suggest items for acquisition, and type requisitions to replenish/renew materials as needed.
11. Maintain shelf list, vertical file materials, publisher's catalogs and other appropriate files.
12. Run, sort and send overdue notices to students and staff on a regular basis.
13. Make simple repairs on damaged materials and equipment.
14. Prepare current magazines for shelving and maintain the back number stacks of magazines.
15. Reshelf returned materials.
16. Help oversee the general neatness and attractiveness of the library media center and its displays.
17. Help with preparation and compilation of circulation statistics.
18. Open, sort and route mail.
19. Assist in preparing and producing bibliographies, workbooks, study guides and related materials as needed by librarian.
20. Perform receptionist duties, handle phone calls and other inquiries and maintain areas assigned in absence of library media specialist.
21. Assist in annual inventory.
22. Assist in coordination of library operations and scheduling of library for classroom use.
23. Independently compose correspondence and memoranda of a routine nature.
24. Locate materials for students and staff.
25. Process new books to be put into circulation (type label, pocket and shelf list card, place barcode on book, glue pocket and put cover on book.)
26. Assist Library Media Specialist in preparation of books to be sent to other locations via Access PA.
27. Read shelves to make sure books have been placed back in proper order.
28. Type student information on library cards and distribute to students along with library rules.
29. Keep running track of Special Ed forms and order from C.O. when they run low.
30. Perform tasks and assume responsibilities as the Library Media Specialist may assign from time to time.

31. Work in other areas of the school as assigned by principal.
32. Sort, photocopy and file student excuses on a daily basis (100+ per day).
33. Answer basic research questions and provide other research assistance to patrons.
34. Reserve materials for students and staff and notify them when these items are available.

EISENHOWER MIDDLE/HIGH SCHOOL

1. Maintain Channel One Network by notifying the teacher of the new topics and taping their interest topic per their request.
2. Maintain check in and check out counter, assist students with funding and searching for books.
3. Do weekly overdue books by printing and placing in order by homeroom and distributing to teachers in their mailboxes. Also, keep track of books that are more than 4 weeks overdue by running a special report and creating a student bill and have the students sign. This report will eventually end up in the Guidance Office and remain in their records until paid for or returned. When a bill is created, enter the students in circulation computer and place them on a restricted status along with a message that no books are to be checked out until the book is returned or paid for. This is a very time consuming project.
4. Prepare and distribute AV equipment when reserved by the teachers.
5. Circulate and catalog new books and catalogs. Before new books are placed on the shelf, prepare them by placing call numbers on the spine, covering, stamping, and placing due date sticker on back. Clean and repair books before reshelving.
6. Oversee students that are library aides. Observe their duties to reassure for accuracy. Monitor students in library for study hall and/or class.
7. Schedule appointments for IEP meetings (notifying the parents, teachers, principals and outside organizations). Complete the invitations and the IEP, RR, etc., mail the copies to the parent/guardian, central office, and any outside involvement organizations. Organize and maintain the B-Files. Maintain the special ed. calendar making sure all appointments are noted correctly. Place any special meetings that need to be scheduled on the special ed. calendar, such as CASSP meetings, probation, retention, etc.
8. Help in the front office and guidance office when needed.
9. Prepare orders and requisitions for the library.
10. Use Access PA to send out and receive Inter Library Loan. Prepare the necessary paperwork that is needed when loaned or received.

SHEFFIELD

Library

1. Shelves materials and periodic shelf reading.
2. Supervise circulation desk and procedures.
3. Set up reserve collections.
4. Notify students when reserved books are available.
5. Help students and faculty locate materials through the use of the automated catalog and print and computer databases.
6. Familiar with the center's software collection and how to set up electronic resources for users.
7. Responsible for clipping and filing pamphlet file materials.

8. Arrange for interlibrary loans and maintain appropriate interlibrary loan records and reports.
9. Aid in the preparation of Library Media publications.
10. Assist in preparing bibliographies.
11. Assist with displays and other special projects.
12. Assist with automated inventory.
13. Help maintain a friendly and cooperative atmosphere for students and faculty.
14. Assist with sixth grade class supervision.
15. Process books and other materials to be put into circulation collection.
16. Perform any other related duties that may be assigned by the Library Media Specialist.
17. **Aid with any extra duties Curriculum Coordinator may have including typing, copying and inter school mailing.

**New position of Library Media Specialist may require extra duties.

Special Education

1. Set up IEP or ER meetings with Parent/Guardian via phone.
2. Notify all teachers or agencies who need to be at such meetings.
3. Arrange coverage for regular education teacher so they may be present at meetings.
4. Type "Invitation to IEP or any other Meeting," make copy and mail to Parent/Guardian.
5. Give Special Education teacher all information.
6. Make "B" files for students.

Guidance

1. Copy and send all transcripts for colleges and scholarships.
2. Make copies of all scholarships received from various groups and organizations for students.
3. Enter all previous transcript information into Pentamation.
4. Assist Guidance Counselor with student scheduling and fax applications to WCCC.
5. Register new students, retrieve records from previous schools.
6. Get all grades from teachers for withdrawn students; send information to next school.
7. File all papers in students' permanent files.
8. Responsible for informing students about options, maintaining all records and updating Graduation Project including faxing and mailing all information for Job Shadowing Option to School-to-Work Liaison.
9. Set up Screening meetings with parent/guardian via phone.
10. Copy and create packets for Screening meeting.
11. Type Permission to Evaluate letters.
12. Invite personnel to Screening meetings and arrange coverage for Regular Education teacher.
13. Provide and keep information for Nova Net students.
14. Keep spreadsheets on all PSSA, Met8, Benchmark standardized tests for students' Proficiency.
15. Type, copy and mail all correspondence letters to parent/guardian for Guidance Counselor.
16. Perform any other related duties that may be assigned by the Guidance Counselor, Assistant Principal or Principal.

WARREN COUNTY SCHOOL DISTRICT SECRETARIAL SKILLS CHECKLIST

1 = Proficient 2 = ?? 3 = ?? 4 = ?? NA = Not applicable

Employee Name: _____ Date: _____

A. Communication & Interpersonal Skills

Comments

	1	2	3	4	NA	
Answer multiple phone lines						
Transfer phone calls						
Compose accurate messages and deliver in a timely manner						
Handle emergency phone calls per WCSD procedure						
Greet caller/visitor promptly, courteously & professionally						
Address needs/concerns of caller/visitor promptly, courteously & professionally						
Maintain confidentiality						
Manage mail, fax, & emails in a timely manner						
Assist students/co-workers in a cooperative manner						

B. Computer Knowledge & Skills

a. Email (Outlook)

Comments

	1	2	3	4	NA	
Compose and send						
Add and delete contacts						
Forward and reply to messages						
Apply grouping within an application						
Add an attachment						
Open and save a/an attachment (s)						
Maintain folders						
Follow WCSD policy and guidelines regarding email usage						
Utilize toolbars						
Maintain daily email						
Schedule appointments						
Manage tasks						
Print from areas within email application						
Archive email application information						

b. Spreadsheets (Excel)

Comments

	1	2	3	4	NA	
Create a new document						
Open an existing document						
Utilize scrolling with and side bars						
Utilize elevators						
Sort data appropriately						
Apply and utilize formulas						

Apply sizing						
Apply dragging – fill handle						
Set up a workbook with more than one worksheet						
Utilize toolbars						
Freeze/Unfreeze panes						
Format a cell						
Insert/Delete comments						
Print various sized worksheets by choosing %						

c. Word Processing (Word)

Comments

	1	2	3	4	NA	
Create and save a new document						
Edit a previously created document						
Utilize page setup to format						
Apply margins						
Add and edit a header/footer						
Set orientation						
Utilize toolbars						
Set/Remove tabs						
Create a new table						
Set columns						
Apply font, font size and color						
Apply justification/alignment						
Mail merge within a document						
Create labels from a document						
Create a protected form						

d. Data Base (Access)

Comments

	1	2	3	4	NA	
Create and save a new database table using table wizard						
Create a query from a table using query wizard						
Sort a table						
Sort a query by category						
Create a report using report wizard						
Create a form using form wizard						
Utilize toolbars						
Work with two or more tables to create a relationship query						
Import/Export table to/from Excel						
Mail merge from a table						
Create labels from a table						

e. General

Comments

	1	2	3	4	NA	
Access applications from Start Menu						
Access 'My Documents'						
Access 'My Recent Documents'						
Access Control Panel						
Utilize Search						

Log on/off network						
Select an available printer from the network						
Utilize Citrix						
File navigate from Citrix to desktop						
File navigate from desktop to Citrix						
Manage PDF files						
Utilize help in application/operation						

f. Student Information System

Comments

	1	2	3	4	NA	
Enter, edit and maintain attendance						
Custom search						
Register a new student						
Enter/Re-enter/Withdraw a student						
Extract a report						
Process report cards						
Process interim progress reports						
Enter discipline incident						
Add and maintain contacts						
Add and maintain activities						
Add, edit and maintain student information						

C. General Knowledge and Skills

Comments

	1	2	3	4	NA	
Requisition materials/supplies/equipment process						
Order and maintain supplies						
Create computer-generated programs/awards/certificates						
Create computer-generated presentations						
Create and use templates within applications						
Create a professional memo						
Create a professional letter						
Possess basic keyboarding skills						
Access the Internet and search for information						
File/Record keeping						
Working knowledge of WCSD Policy/Procedure Handbook						
Working knowledge of WCSD student handbook						
Working knowledge of WCSD administrative handbook						
Working knowledge of WCSD negotiated contracts (Certificated and Support)						
Register and enroll a new student (Gr. 1 – 12)						
Register and enroll a new kindergarten student						
Schedule building staff absences						

Arrange for substitute coverage for staff						
Prepare and distribute support staff timesheets						
Track, maintain and report building/department account expenditures						
Track, maintain and report petty cash account expenditures						
Track, maintain and report holding account expenditures						
Track, maintain, and report free and reduced lunch applications						
Track, maintain, and report activity account expenditures						
Track, maintain, and report athletic account expenditures						

D. Responsibility

Comments

	1	2	3	4	NA	
Know priorities and priorities of supervisor						
Know WCSD contact information for specific problems						
Demonstrate ability to work independently						
Demonstrate ability to multi-task						
Demonstrate organizational skills						
Meet deadlines						
Follow direction						
Observe of rules (reports and leaves on time, uses breaks and lunch appropriately)						
Cooperate with supervisor (s)						
Attitude on the job						
Dependability						
Demonstrate initiative, persistence and drive						
Work well under stress						