



## LOWER DAUPHIN SCHOOL DISTRICT

Title: Administrative Assistant to Pupil Services

Reports To: Director of Pupil Services

### I. Job Description

#### a. Overview

- Responsible to assist the Director of Pupil Services with secretarial duties including, but not limited to: telephone communication, greeting visitors, transcribing, maintaining files, processing forms, and processing data associated with Pupil Services functions.

#### b. Essential Functions

- Support the coordination of attendance pupil accounting, counseling and guidance services, health services, homebound and tutorial instruction, home schooling, instructional support teams, psychological services, social work, and special education.
- Assist in the submission of state and federal reports required by the Department of Education as directed by the Director of Pupil Services including the State Health Report and PIMS/Penn Data Reports.
- Track and maintain records for all active and inactive special education students, gifted, and 504 students as well as 1302, 4605, tuition waiver, homeless, cyber and home school students.
- Facilitate Access billing for all eligible students by tracking and maintaining regulated paperwork, updating the online database, obtaining medical practitioner authorization when required, and filing quarterly and annual reports with the State designated Access vendor.
- Create and maintain purchase orders.
- Contribute information and data related to pupil services to applicable Child Accounting reports.
- Assist in general office duties to maintain the operations of the District Administration Center to include, but not limited to: mailing, collating, stapling, and covering switchboard.
- Perform all other duties as assigned by the Superintendent and/or Director of Pupil Services.

### II. Job Requirements

#### a. Basic Qualifications

- Must have a high school diploma.
- Associates degree in administration, business, or communication, preferred.
- Must have three (3) years previous secretarial experience in an office setting.

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- Must excel at using Microsoft Office based systems.
- Must have or be able to obtain valid Act 34, Act 114, and Act 151 clearances.

### **b. Additional Qualifications**

- Strives to maintain professional, cooperative, and respectful relationships with all other District employees.
- Serve as a pleasant, helpful, and positive representative of Lower Dauphin School District in all interactions with the community.
- Must possess excellent interpersonal skills and be cooperative, congenial, service oriented, and a team player along with the ability to work with frequent interruptions and under sometimes stressful conditions.
- Must have the ability to organize, prioritize and multi-task, communicate clearly and effectively, work independently, exercise good judgment and follow written and verbal directions.

### **c. Physical Demands**

- Ability to stand, sit, and walk for extended periods of time.
- Ability to type and use both hands for grasping and repetitive motions.
- Some bending and twisting of the body required.
- Ability to lift/carry no more than 15 lbs. independently.
- Visual and audio acuity including ability to read computer screens and written documents.
- Ability to use the telephone and speak clearly and distinctly.

### **d. Work Environment**

- Typical office setting subject to inside and outside environmental conditions.
- Working hours are Monday – Friday from 8:00 AM – 4:30 PM

*Reasonable accommodations may be made to enable a qualified individual with a disability(s) to perform the primary duties and responsibilities of this job.*

*Lower Dauphin School District is an Equal Opportunity Employer.*