

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: ESY Summer Secretary

Reports To: Executive Director of Special Education

SUMMARY

Improves the educational program by assisting the instructional and administrative staff.

QUALIFICATIONS/REQUIREMENTS

- Secretary shall have earned a high school diploma or its equivalent and demonstrate competency in the duties to be performed and a basic knowledge of personal computer operation and word processing software packages.
- Must be available to work all 16 days of the summer school program as well as attend the staff work day on the Monday prior to the start of summer school for a total of 17 staff work days. Please note, for any planned absences you will need to arrange substitute coverage.

ESSENTIAL JOB DUTIES

- Assists with ESY students who come late or leave early.
- Assists with transportation of special needs students.
- Assists in completion of attendance reports.
- Assists in parent communication
- Assists coordinator or staff in compiling information.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other job-related functions as may be assigned by the immediate supervisor.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work calendar to be in accordance with current pay plan and District Policy.

Revised 01/21/2025