

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: CLASSIFIED/SUPPORT
EMPLOYEES

TITLE : JOB DESCRIPTION –
TECHNOLOGY/FEDERAL
PROGRAMS SECRETARY

ADOPTED: JANUARY 15, 2015

REVISED: May 20, 2019

504.2 B JOB DESCRIPTION – TECHNOLOGY/FEDERAL PROGRAMS SECRETARY

Substitutes

1. Receive telephone calls from teaching staff and call substitutes to fill in.
2. Print out lesson plans (if teacher has not left any) for substitutes.
3. Print out attendance rosters for substitutes.
4. Prepare and distribute substitute list daily.
5. Prepare substitute orientation handbook.
6. Receive absentee forms from teachers and track teachers' attendance.

Front Office

1. 7:15 – 8:15
2. Answer door & let students into the lobby.
3. Answer phone.
4. Check people in for appointments.
5. Sign Substitutes in, assign key, and give information.

Technology/Federal Programs

1. Add new student accounts to network and create home drive.
2. Check Access Log daily.
3. Classroll imports and exports to and from Prosoft
4. Change passwords of administration monthly on network.
5. Compile student lists for Tree of Excellence pictures.
6. Create display certificates for Tree of Excellence in front lobby.
7. Assist in data collection and data meetings for DIBLES and 4 Sight assessments
 - A. Record open-ended questions.
 - B. Review DIBLES data to help set up RTI groups.
 - C. Set up charts using data from DIBLES so teachers can see progress of students.
8. Assist in submission of Various Federal Programs reports and documentation (this changes yearly depending on what grants we receive).
 - A. Enter all data need for grants.
 - B. Set up a binder with all documentation.
9. Active involvement in Pre-K Kindergarten Registration and Pre-K enrollment, help set up afterschool programs and summer programs.
10. Clerical assistance in preparing meeting agendas and minutes

General Office Duties

1. Answer Phone.
2. Open and distribute mail and e-mail.
3. Type weekly custodial work schedules.
4. Attend meetings as designated.
5. Copy bills and checks monthly.
6. Address and mail bills.
7. Take daily mail.

PIMS

A. Download data

1. Pre-Code Winter Keystone, CDT
2. October 1 – Enrollment, Low Income ACS due Nov.
3. Graduate and Dropout ACS due Nov. for last school year
4. Pre-Code PSSA and update Winter Keystone ACS due Dec.
5. PATI – ACS due Feb.
6. Special Education – Dec. upload TBD
7. Professional Staff – ACS due Mar.
8. ACCESS for English Language Learner – ACS Due in Dec.
9. Interscholastic Athletic Opportunities
10. HQT Teacher ACS due June
11. Pre-Code Spring Keystone Exams & Additional CDT Students ACS due Mar.
12. ACCESS for English Learner – ACS Due in Mar.
13. Accountability Reporting PSSA Student Upload ACS due Apr.
14. Accountability Reporting Keystone Exams. ACS due in June
15. Pre-Code Student Upload for Summer Keystone
16. Safe Schools ACS and LEA Profile – Due July
17. English Language Learner- End of year – ACS due July
18. Special Education – July upload ACS - TBD
19. Child Accounting – ACS due immediately after validated submission
20. Voluntary PVVAS Enrollment (several uploads throughout the year)

B. Reports

1. ACS – Reports due dates are shown above.

Every download has several reports to review for accuracy in the PDE website (COGNOS) I, review all reports, question any inaccuracy, upload files again if necessary, and then review all reports again.

C. PennData in collaboration with Head of Special Education

1. Make corrections to class information sheets.
2. Make any necessary changes for submission to staff information sheets/staff class listing.
3. Maintain and update student master list.
4. Maintain and update Student Information System (SIS) forms.
5. Submit discipline removal forms.
6. December 1st Child Count (Assist Special Education Coordinator as needed).
 - a. All forms/updates need to be submitted prior to this date in order to be counted.
7. May 18th Revised Child Count (Assist Special Education Coordinator as needed).
 - a. Any revision/changes to students who need to be added/deleted based on the December 1st child count.