

**CELINA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

- Title:** **Spike's Place Manager (Executive Secretary)**
- Reports to:** Assigned administrator/supervisor
- Job Objective:** Supports student learning experiences to improve learning and develop work skills.
- Minimum Qualifications:**
- High School Diploma
 - Adheres to the *Licensure Code of Professional Conduct*.
 - Anticipates time constraints. Manages tasks efficiently to meet deadlines.
 - Communicates effectively. Interprets information accurately and initiates effective responses.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Exhibits consistency, resourcefulness and resilience with your management skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets all mandated health screening requirements.
- Essential Functions:**
- 1. Organizes and implements appropriate strategies to improve student learning and work skill attainment.**
- Communicates program objectives/performance expectations to students/parents.
 - Organizes learning goals. Prepares work space and materials. Arranges the work space for operation and instruction.
 - Monitor the budget. Controls costs. Upholds fiscal accountability standards.
 - Consults with administrators to evaluate services and identify short/long-range needs/opportunities. Manages the continuous improvement of services.
 - Oversees the cleaning of work areas/equipment and the proper storage/disposal of Product.
 - Prepares an accounting of daily receipts and product served. Prepares/makes bank deposits.
 - Submits records to the business office.
 - Develops effective educational experiences that engage and stimulate student learning. Varies instructional techniques to address student learning styles.
 - Actively collaborates with staff to share effective instructional strategies and resources.
 - Manages student learning and monitors progress.
 - Helps identify/resolve problems that impede student participation in appropriate learning activities.
 - Facilitates opportunities for all students to participate in an inclusive educational environment.
 - Advocates for students. Pays attention to student demeanor. Draws out feelings/concerns.
 - Helps students better understand themselves, make appropriate choices and grow academically. Promotes cultural awareness, self-reliance, problem-solving, critical-thinking and creativity skills.
 - Facilitates student learning activities that encourage teamwork and positive peer relationships.

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- Meets mandated paperwork timelines.
- Plans/implements student intervention strategies that produce tangible evidence-based benefits within specified time-frames. Monitors intervention efficacy to improve outcomes.
- Ensures that student lists and teaching materials are readily available.

2. Exemplifies professionalism that advances the district's public image.

- Contributes to an effective and positive work/learning environment.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages the continuous advancement of academic standards.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Shows an active interest in students and supports academic/personal development.
- Strives to develop rapport and serve as a positive role model for others.
- Takes advantage of opportunities to promote district programs and enhance public relations.

3. Maintains open/effective communications.

- Keeps informed about program/procedure changes. Serves as an information resource.
- Participates in staff meetings, conferences and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal days or absences.
- Refers district policy interpretation questions to administrators.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy and exercises self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Keeps current with technology and other skills associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety.

- Implements effective pupil management procedures. Upholds the student conduct code. Provides appropriate student supervision for assigned activities. Maintains high expectations for behavior.
- Intervenes to prevent/stop bullying and/or inappropriate student behavior.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Watches for situations that may indicate a problem. Helps manage/eliminate risks.
- Works with staff/students to address equipment safety/security issues.

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6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement new procedures/programs as requested.
- Supports workplace initiatives that improve productivity and advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Celina City School District Board of Education.

The Celina City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.