

Instrumental Vocals Extension Program (IVEP) Secretary

High School diploma or equivalent. Associates Degree or higher is preferred.

Prefer a minimum of three years or more office experience, preferably in a public school.

Experience with music lesson programs is preferred.

Possess a thorough knowledge of and familiarity with modern office equipment, technology, electronic equipment, and software applications and operations.

Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.

Experience using Powerschool, Schoolspring, AESOP, Teachpoint, Novatime, and/or Munis

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orders and resolve problems with backorders, items not received, etc. and ensure that orders are delivered to the correct site.

Schedule Rooms & maintain room scheduling, including resolving issues and conflicts.

Process and deposit various forms of payment, such as checks, cash, and track payments on Webtrac/Rectrac.

Maintain open communications with the Director on financial budgetary matters.

Process biweekly time sheets; prepare various payroll and personnel reports.

Human Resource Support

Assist with scheduling IVEP interviews, preparing interview documents.

Coordinate with the Human Resources office in processing new hires or resignations, as needed.

Clerical Responsibilities

Maintain IVEP files in an orderly manner and provide accessibility to the Director and the Business Office, when necessary.

Collect forms, paperwork, fees, and track submissions for registering students for IVEP lessons

Assist the Director in compiling information and data for various reports.

Calendars & Scheduling

Maintain the IVEP Calendar and share calendar with IVEP teachers.

Communications

Respond quickly and courteously to all telephone, email, and face-to-face communications with students, parents, faculty, community members, town organizations, administrators, and vendors.

Take and deliver messages to the Director in a timely manner.

Answer questions regarding IVEP, refer persons to other informational sources.

Assist with communications about and promoting IVEP performances.

Maintain open communications with the Director on all matters concerning the IVEP program

Cross Training

As time allows, the IVEP secretary will be asked to assist with other Performing Arts Department office work, including:

- Ticket sales
- Accounting
- Preparing Deposits
- General office and clerical responsibilities

Other

Perform other duties as assigned by the Director.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.