Secretary Skills Assessment

Welcome, and thank you for your participation with the Skills Assessment. Following are a number of tasks for you to complete that will allow us to determine your aptitude with the various computer applications.

After completing each task below, please print your documents and put them in the Skills Assessment Folder on the computer. You may save files to the computer as needed. You will have two hours in which to work on these tasks.

1. **Using Word** – Use the enclosed notes (Word Exercise) to create an attractive, one-page newsletter to parents highlighting points of interest for the beginning of the (Year – Year) school year. You may use graphics as well. **(30)**
2. **Proofreading** – On the enclosed sheet entitled “Proof of Mastery,” highlight all errors and make the necessary corrections above the error. **(20)**
3. **Writing** – Use the Proof of Mastery Document and formulate a personal business letter to Jane Doe. Also, develop an interoffice memorandum using the document “On The Alert”. **(20)**
   1. Phone messages – What would you do with the following scenarios:

* Regular Phone Call – John Doe will be picked up by his mother at the end of the day. He is in Mrs. Smith’s Room.
* Emergency Situation – The principal calls you from the playground with a child who has fallen and split their head open. What steps would you take?

1. **Using PowerPoint** – Create a four-slide presentation highlighting (Chosen Elementary School) Elementary School that will be shared at an orientation for parents of K-2 students. **(5)**
2. **Using Excel** – Construct a chart/spreadsheet depicting the following information:

Background – It is important we monitor the number of special education students in our district. We need to track data to determine if the number is growing or declining. This information is used to determine staffing needs and is used for budget planning.

Following are the number of special education students as compared to the total number of students in the (School District) as documented from the fall count days in 1999 to 2004. **(10)**

School Year 1999 – 1,373 total students; 127 were special education students

School Year 2000 – 1,392 total students; 142 were special education students

School Year 2001 – 1,420 total students; 151 were special education students

School Year 2002 – 1,369 total students; 137 were special education students

School Year 2003 – 1,321 total students; 128 were special education students

School Year 2004 – 1,326 total students; 136 were special education students

Please print your excel spreadsheet on the main office printer when completed.

1. **Internet** – Using the Internet, please find and print the most recent state school aid update. Print on the main office printer. **(15)**
   1. Please type out an email response to what **confidential** would mean to you if selected as secretary and email it to: (Designated Person’s E-mail Address).
   2. Email the one page newsletter developed in task 1 to: (Designated Person’s E-mail Address).

**Word Exercise**

Use the following notes to create an attractive, one-page newsletter to parents highlighting points of interest for the beginning of the 2005-06 school year. You may use graphics as well.

* Welcome new and returning parents to the district for the 2005-06 school year.
* Notify parents that (Designated Elementary School) Elementary School will have a new principal in 2005-06.
* Notify parents of the Elementary Parent Teacher Organization (PTO). First meeting will be on (Day of Week), (Date) in the (Location of Meeting) at (Time).
* Reminder to parents to watch for and read the Parent-Student Handbook, and to complete and return Emergency Cards. Set a deadline to return cards.
* Ask for volunteers who may be interested in serving on the Volunteer Committee. Their first meeting will be (Date) at (Time).
* Open House & Ice Cream Social, (Date) at (Time). Let parents know and give brief details of what will take place.
* New lunch prices – lunch $1.75 and milk $.35.
* Volunteers needed for collection of Campbell Soup Labels and Box Tops for Education.
* List important dates/events coming up in September – Open House; School Pictures; Skating Party; School Spirit Day; PTO Fundraiser.
* Greet the Teacher Night – (Date) at (Time). Provide details.