

BANKS SCHOOL DISTRICT 13

Code: GC-AR5
Adopted: 1/14/02
Revised: 4/15/11;
8/2/16
Orig. Code(s):

JOB DESCRIPTION

SCHOOL SECRETARY

DIVISION: Schools
DEPARTMENT: Elementary/Middle/High Schools
IMMEDIATE SUPERVISOR: Building principals

GENERAL DUTIES: This position performs a wide variety of tasks that contribute to the smooth and efficient operation of the school office for the welfare of children, parents, other school employees, and the community. This position requires that one be an independent starter and be able to work in a high volume, fast-paced environment.

ESSENTIAL REQUIREMENTS:

- A. Passing score on a Paraprofessional Assessment or 2 years of college level courses (72 hours). Assessment must be completed within 90 days of hire
- B. Post secondary training or three years of experience in general clerical and computer work
- C. Type at a speed of at least 50 word per minute from clean, legible copy
- D. Know correct forms for various correspondence, possess the ability to spell correctly and use proper English
- E. Ability to understand and carry out oral and written directions
- F. Able to handle a variety of activities and interruptions in a polite, business-like manner
- G. Ability to maintain effective relationships with students, fellow employees and the general public
- H. Knowledge of bookkeeping practices
- I. Demonstrated knowledge and detailed understanding of the word processing system being used in the work place

ESSENTIAL RESPONSIBILITIES

- A. Initiate and answer telephone calls, make appointments, interview callers, furnish desired information or refer callers to the proper authority
- B. Take and transcribe dictation of letters, materials of a confidential nature
- C. Write letters and memoranda from rough notes or oral instructions, compose correspondence independently
- D. Maintain files, including files of confidential material. Compile, enter, maintain, and disseminate student information data as per District requirements
- E. Compile information for and on student attendance, registration and withdrawal, free and reduced lunch program; maintain and check reports, records, and other data for accuracy
- F. Operate and maintain office machines and equipment
- G. Serve as information liaison between principal and District employees, students and the general public
- H. Learn, interpret, and apply school policies, laws, rules and regulations
- I. Maintain school fiscal records and balance books
- J. Maintain records and reports relating to absence of teachers and other employees and their substitutes
- K. Utilize computers effectively for smooth operation of the school
 - 1. Use a variety of word processing software programs (Word, Works)
 - 2. Use spreadsheet software (Excel)
 - 3. Set up data bases
 - 4. Ability to learn new software programs quickly
 - 5. Produce school newsletters
 - 6. Set up computer templates
 - 7. Use e-mail
- L. Order and process equipment, supplies, and materials for building use
- M. Have knowledge of handling of hazardous materials
- N. Required to maintain current first aid/CPR certificate
- O. With the training and consultation of the district staff, implement the designated medical protocol as needed in carrying out the functions of the school health room e.g. administration of medications screening for head lice, and maintaining records
- P. Perform such other related duties as may be required by the Principal or the Superintendent

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

Employee Name (print)

Date

Employee Signature

Date