

**PUEBLO CITY SCHOOLS D60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Educational Secretary – Elementary School  
**Prepared Date:** 10/31/2016  
**Revised Date:**  
**Work Year:** 160 days  
**Department:** Elementary Education  
**Reports To:** Elementary School Principal  
**Salary Range:** Educational Secretary Salary Schedule – Pay Grade 410  
**Benefits:** Fringe benefits based on PESPA Negotiated Agreement  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the Elementary School Secretary is to provide clerical support to the principal and staff; Work closely with complex and confidential files and ensures accuracy in working with school, finance, and student files; Support Elementary School staff by performing clerical and technical functions related to program and grant compliance. Handle confidential information and frequent contact with all levels of District employees, parents, the general public, and other outside stakeholders.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below 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.

**REQUIRED:**

- High School Diploma or equivalent
- Minimum of three (3) years of applicable experience or equivalent combination of college education and experience
- Typing certificate at the rate of 40 W.P.M.
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous secretarial/clerical experience in Pueblo City Schools
- Previous experience with budgets, purchase orders, etc.
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Hold a medical certification or obtain within 90 days of appointment (District Health and Wellness Office)
- Knowledge of budgets, purchase orders, work/service orders, and/or printing orders
- Knowledge of Windows-based computer systems, Infinite Campus, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to work under high pressure with a multitude of on-going tasks and last-minute deadlines and changes with minimal errors
- Knowledge of standard office practices and procedures
- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to create and maintain a system for managing and maintaining large amounts of complex information
- Superior telephone skills/etiquette with a strong customer orientation toward staff, students, parents, outside agencies, and the community.
- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students, city/county officials, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with little supervision
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances
- Ability to work with frequent interruptions
- Excellent proofing skills; knowledge of English, proper grammar, style, syntax, spelling, and punctuation
- Ability to set up and coordinate conferences, training sessions, workshops, and meetings

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Perform general office duties, keep an accurate and up to date filing system, operate appropriate office equipment, cordially answer telephone calls, make appointments take messages
- Screen incoming calls and correspondence and refer to appropriate staff for action
- Maintain confidentiality in all aspects of assignments
- Maintain all financial records for the school including receipting and deposition of all monies collected to Student Activity and General Budget
- Perform all duties related to yearly inventory of supplies and equipment and report changes to Central Administration, receive inventories and distribute books and supplies
- Assist promoting the health and safety of students
- Assemble and update student cumulative files, responsible for custody and maintenance of cumulative files, prepare files for student transfer both within and outside the district, post data to the cumulative record for incoming students, notify present teachers of transferred grades
- Distribute and administer medications under the direction and authorization of the school nurse
- Perform all duties related to maintaining/updating student immunization records
- Reconcile Kronos exceptions, correct time punches, coordinate over-time forms for all staff, and prepare information for principal approval as required
- Prepare, check accuracy and code all requisitions, travel expense reports, time reports, and other authorized expense requests for approval by the Principal
- Register new students and forward records of past students
- Obtain records from out of district student transfers, ensure correct filing, and notify applicable teachers, administrators, case managers, etc. of special needs, IEP's, grades, 504's etc.
- Input student data on a daily basis, compile and maintain data for the official pupil county and assist the State Audit, maintain class lists and attendance reports; compile and submit free and reduced lunch applications to Nutrition Services as required
- Act as liaison between principal, staff, students, and parents
- Monitor front door security access. Open door for authorized visitors, students, parents, and staff
- Type correspondence, etc.
- Prepare agendas, minutes, mailings, memos, and notification for meetings
- Correct grammatical errors, punctuation, and sentence structure of draft copies and proofread final copies of all material sent from the principal
- Copy documents, etc.
- Use computer for word processing, e-mail, work orders, supply requests, purchase orders, data processing requests, KRONOS corrections, etc.
- Purchase supplies and assist/maintain budgets and expense reports as assigned
- Perform liaison duties for parent organizations
- Process all school and U.S. mail

- Handle all correspondence, reports, including but not limited to School Improvement Plan, mailings, etc.
- Perform all duties necessary to maintain the AESOP Employee Absence Tracking System
- Prepare teacher handbook/materials for beginning of school year
- Prepare student/parent handbook, and information sheet regarding student rules and regulations, for distribution to student body
- Maintain file of all District policies and procedures
- Coordinate school opening and closing procedures and reports

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the School Administration

The physical demands, work environment factors, and mental functions described below 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.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 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

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)			<b>X</b>		
Walking (uneven surface)		<b>X</b>			
Crawling		<b>X</b>			
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	

Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50</b> lbs.			<b>X</b>		
Lifting Maximum weight: <b>50</b> lbs.			<b>X</b>		
Carrying Maximum weight: <b>50</b> lbs.			<b>X</b>		

### **WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting. The employee will be subject to exposure of infectious disease and exposure to body fluids. Often subject to loud noises associated with groups of students, phones, and bells/alarms.