

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Educational Secretary – High School Attendance  
**Prepared Date:** 10/31/2016  
**Revised Date:** 08/20/2019  
**Work Year:** 165 days (10 Months)  
**Department:** Secondary Education  
**Reports To:** High 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 High School Attendance Secretary 410 is to perform secretarial/clerical duties involving the checking, follow-up, and recording of student attendance within established procedures. Performs high level secretarial tasks and administrative assistance to principal and school staff to ensure the successful operation of programs

**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
- Three (3) years of secretarial/clerical 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 experience in high school office
- Previous clerical experience in Pueblo School District 60
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Hold a medical certification or obtain within 90 days of appointment (District Health and Wellness Office)
- Previous experience with 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
- 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.

- Act as receptionist for school, perform general office duties, keep an accurate and up to date filing system, operate appropriate office equipment, cordially answer telephone calls, receive office callers, assist faculty and students at counter, appease irate callers, give routine/established information to callers, act as a resource for individuals inquiring as to attendance areas, make appointments, screen incoming calls and visitors and refer to appropriate staff for action, take messages; assist in monitoring security camera and outside

door access

- Distribute school mail
- Maintain confidentiality in all aspects of assignments
- Receive and facilitate complaints and resolutions
- Type correspondence and reports
- Assist with filing student records i.e. doctor's notes, attendance records, etc.
- Issue return-to-class and excuse authorizations
- Perform duties related to hourly or daily attendance following appropriate procedures
- Confer with students regarding absences and refer to assistant principal when appropriate
- Verify absences with parents/guardian by established procedure
- Facilitate the duties of student office aides
- Under the direction of the District Nurse, assist in the administering of medications to students as required
- Assist in maintaining inventory of supplies and materials, perform related work as required
- Responsible for all reports to the Student Records Department as assigned
- Input student data on a daily basis; produce weekly student statistical reports for Pupil Personnel; assist the State Audit; maintain class lists and attendance reports;
- Prepare survey forms for federally funded programs and other purposes upon request
- Fill out homework sheets for students in ISE and place in teachers' mail boxes
- Assist with promoting the health and safety of students
- Assist Community Advocate with attendance of students

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

- Perform any and all other duties as assigned by the High 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)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

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

C – Continually (5.5-8 hrs per day)

<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 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

### **WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.