

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

**Job Title:** Educational Secretary – Federal Programs  
**Prepared Date:** 10/31/2016  
**Revised Date:** 7/2/2018  
**Work Year:** 209 days  
**Department:** Learning Services  
**Reports To:** Director of Federal Programs  
**Salary Range:** Educational Secretary Salary Schedule – Pay Grade 512  
**Benefits:** Fringe benefits based on PESPA Negotiated Agreement  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the Federal Programs Secretary is to ensure the efficient operation of the Federal Programs Department and provide administrative assistance to the department, and collaborate and coordinate with administrators to organize and manage all aspects of assigned programs. Support Federal Programs Department 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 five (5) 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.
- Knowledge of Generally Acceptable Accounting Procedures (GAAP)
- Knowledge of Education Department General Administrative Regulations (EDGAR)
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Previous experience with budgets, purchase orders, work/service orders, and/or printing orders
- 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.

- Perform general office duties, keep an accurate and up to date filing system, operate appropriate office equipment, cordially answer telephone calls, make appointments, and take messages
- Screen incoming calls and correspondence and refer to appropriate staff for action
- Maintain confidentiality in all aspects of assignments
- Prepare, check accuracy and code all requisitions, purchase orders, travel reimbursements, check requests, field trips, and other forms and requests for approval by the Director
- Track budget expenditures
- Work collaboratively with Title I School secretaries and provide secretarial training as needed
- Perform all duties pertaining to committees, conferences, training sessions, workshops, and meetings
- Prepare agendas, minutes, mailings, and notification for committee meetings
- Correct grammatical errors, punctuation, and sentence structure of draft copies and proofread final copies of all material sent from the Federal Programs office
- Prepare/draft correspondence from dictation, print ready materials, etc., and copy documents as requested
- Prepare and disseminate bulletins, newsletters, handbooks, and other materials as requested
- Copy and disseminate documents
- Type correspondence, memorandums, reports, print ready materials, meeting notices, expense reports, and other materials
- Process mail (both out-going and in-coming)
- Process information using work processing, e-mail, Internet, data processing student system, Alio, work order system, purchase order system, supply and data processing request systems, and other computerized processes as needed, etc.
- Process, verify, and maintain professional leave cards for assigned program area
- Organize and prepare reports to the Board of Education and Pueblo City Schools
- Support educational program development
- Maintain staffing information as it relates to programs
- Set-up and maintain budget tracking charts for educational programs
- Prepare charts and graphs using Excel and PowerPoint
- Process consultant forms for assigned program area
- Type and prepare all forms pertaining to special events and projects for assigned program area
- Act as a team member for the learning services secretarial pool, follow up on pertinent issues, set a positive and helpful tone for the office
- Perform all duties necessary to maintain the AESOP employee absence tracking system as assigned
- Responsible for facilitating collection and compilation of information for reporting program under the direction of the Director

- Take and maintain minutes at meetings as requested by the Director
- Plan and organize office and work flow activities to meet program objectives in a timely manner, evaluates work procedures and methods to ensure quality, effectiveness and efficiency of operations, and anticipates events, trends, consequences and problems

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

- Perform any and all other duties as assigned by the Director of Federal Programs and/or Learning Services 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 Sitting				<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			<b>X</b>		

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

**WORKING CONDITIONS:**

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