

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

**Job Title:** Educational Secretary – Paragon Learning Center  
**Prepared Date:** 06/02/2017  
**Revised Date:** 07/02/2018  
**Work Year:** 209 days  
**Department:** Secondary Education  
**Reports To:** Principal, Paragon Learning Center  
**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 Paragon Learning Center 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 Paragon 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
- Five (5) 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 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.

- Assist administration by performing general office duties; keep an accurate and up to date filing system; operate appropriate office equipment; cordially answer telephone calls; make

appointments; take messages, type correspondence, memorandums, reports, print materials, meeting notices, and other materials.

- Screen incoming calls and correspondence and refer to appropriate staff for action
- Maintain confidentiality in all aspects of this assignment.
- Process information using work processing, e-mail, internet, data processing student system, work order system, purchase order system, supply and data processing request systems, and other computerized processes as needed, etc.
- Receive, facilitate, and respond to difficult issues, complaints, and requests while exercising judgment in accordance with policies, procedures, and regulations
- Plan and organize office and work flow activities to meet program objectives in a timely manner; evaluate work procedures and methods to ensure quality, effectiveness and efficiency of operations; anticipate events, trends, consequences, and problems
- Perform all duties related to committees, conferences, assemblies, and meetings including: prepare agendas, minutes, mailings, and notification for meetings; take and maintain minutes at meetings, type and prepare all forms pertaining to special events and projects, etc. as assigned by administration;
- Correct grammatical errors, punctuation, and sentence structure of draft copies and proofread final copies of all material from Paragon Administration
- Prepare, copy, and disseminate bulletins, newsletters, and other materials as requested
- Provide clerical support to other staff as needed
- Perform all duties necessary to maintain Aesop/Kronos as assigned
- Process mail (both out-going and in-coming)
- Prepare, check accuracy, and code all requisitions, purchase orders, travel reimbursements, check requests, field trips, and other forms and requests for approval by the administrators
- Maintain all financial records for the school including receipting and deposition of all monies collected to athletics, student activities, and general budget
- Purchase supplies and assist/maintain budgets and expense reports as assigned
- Perform duties related to yearly inventory of supplies and equipment and report changes to District Administration, receive, inventory, and distribute new textbooks, supplies, and materials as needed
- Act as liaison between principal, staff, students, and parents
- Coordinate school opening and closing procedures and reports
- Assist with promoting the health and safety of students
- Prepare student/parent handbook and information sheet regarding student rules and regulations for distribution to the student body
- Register new students and forward records of past students
- Input student data on a daily basis, including current student information
- Maintain accurate weekly membership report including “adds” and “drops” for state reports
- Maintain an accurate student reference listing – Emergency TO GO KIT
- Perform all duties related to “no show” students including but not limited to: delete “no show” student schedules, compile list of “no show” students to the department of Pupil

Personnel, and adjust class size tallies

- Compile and maintain data for the official pupil count and assist with the state audit.
- Maintain other student data and prepare reports as needed and assigned
- Perform duties related to hourly and daily attendance following appropriate procedures
- Enter and track official state daily attendance
- Issue return to class and excuse authorizations
- Confer with students regarding absences and refer to principal when appropriate
- Verify absences with parent/guardian by established procedure
- Assemble and update student cumulative files, responsible for the 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
- Enter and update all student transcripts; prepare student transcripts when requested
- Enter data required by the Department of Pupil Personnel regarding disciplinary reports, and other reports as assigned
- Maintain signed student class schedules
- Make necessary grade entries and changes of grades including summer school and night school
- Coordinate report card procedures
- Maintain accurate class rank and G.P.A.
- Verify class rosters with teachers for verification of student enrollment
- Obtain eligibility data, waivers, and counselor credits reports
- Responsible for facilitating graduation, diplomas, and graduation seating procedures
- Responsible for ordering caps and gowns and collecting payments
- Distribute senior announcements and class pictures
- Perform duties as assigned in ordering and distributing school annuals, graduation materials, and other activities as requested by the school administration
- Perform all duties related to student insurance and I.D. cards
- Collect monies and maintain financial records for all clubs, student fees, athletics, and student activities in accordance with rules and regulations outlined by the accounting department.
- Enter scheduling data including course descriptions, rooms, teachers, options, master schedule (student course request)
- Prepare teacher handbook/materials for the beginning of the school year
- Responsible for facilitating collection and compilation of information for reporting program under the direction of Paragon administration
- Responsible to monitor building entry by students and members of the public(door entry)
- Perform as a team member for the office; follow up on pertinent issues; set a positive and helpful tone for the office.

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Paragon 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 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.