

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

**Job Title:** Educational Secretary – Exceptional Student Services (ESS) Records  
**Prepared Date:** 5/2013  
**Revised Date:** 7/2/2018  
**Work Year:** 209 days  
**Department:** Exceptional Student Services  
**Reports To:** Director of ESS  
**Salary Range:** Educational Secretary Salary Schedule – Pay Grade 412  
**Benefits:** Fringe benefits based on PESPA Negotiated Agreement  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the ESS Records Secretary is to ensure the efficient operation of the ESS Department and provide administrative assistance to the department, and collaborate and coordinate with administrators in the department to organize and manage all aspects of assigned programs. Support ESS staff by performing clerical and technical duties as requested. 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
- 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:**

- Prior experience in public school setting
- 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.

- Act as receptionist for Exceptional Student Services Department
- Perform general office duties, keep an accurate and up to date filing system, operate appropriate office equipment, cordially answer telephone calls, make appointments, takes messages, process mail, schedule meetings, maintain appointment calendar

- Screen incoming calls and correspondence and refer to appropriate staff for action
- Respond to difficult issues, complaints, and requests exercising judgment in accordance with policies, procedures, and regulations
- Maintain confidentiality in all aspects of assignment
- Prepare correspondence to include but not limited to; bulletins, newsletters, handbooks, and other materials as requested.
- Proof publications and documents for dissemination, clean up documents, and occasionally coordinate printing
- Process and distribute mail (both out-going and in-coming)
- Use computer for word processing, email, work orders, supply requests, purchase orders, data processing requests, record requests, and substitute requests as assigned
- Perform all duties related to and assisting with staffing reports as assigned
- File and create new files
- Provide information of a clear nature related to the department's or school's policies and practices, or regulatory guidelines
- Process and maintain records and activities for students and staff or programs under the supervision of Exceptional Student Services including, but not limited to: Detention Center, Extended School Year Program, Homebound Tutoring, and 504 Accommodation Plan as assigned
- Process and maintain records regarding student transportation as assigned
- Process and maintain student Individual Education Plan (IEP) records on the student system as assigned
- Responsible for the management, maintenance, collection, and compilation of information for reporting for state and federal reports under the direction of the Supervisor
- Assist the ESS team to ensure a smooth operation between and among team personnel and school facilities
- Provide clerical support to other staff as needed
- Purchase supplies and assist with budget and expense report

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Director of ESS

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.