

**Job Description**

Job Title: **Secretary, Elementary School**  
 Job Family: **School-Based Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **April 20, 2011**

Job Code: **1314**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 18**  
 Typical Work Year: **10 months**

**SUMMARY:** Responsible for providing secretarial and administrative support to the elementary school office. Duties include maintaining the student records database and student files; screening and directing phone calls and visitors; receiving and responding to inquiries and requests; maintaining student attendance; assisting in health clinic when Health Aid is unavailable; handling incoming and/or outgoing mail, warehouse orders, faxes and E-mail; preparing documents; purging student records from database; and maintaining office equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions  | Frequency | % of Time   |
|---|-----------|-------------|
| 1. Maintain student records database and student files, including, but not limited to, inputting and updating student information, withdrawing students, preparing registration packets and maintaining accurate class lists. Retrieve information from database for required or requested reports, class lists, student directories, transcripts, etc. Purge student records from database for microfilming and for students going to middle school. Run reports from database for as requested and for Information Technology Department and for Colorado Department of Education. Maintain student attendance by listening to message on attendance line, contacting parents, entering absences and tardies into the computer, running attendance reports and typing and mailing attendance letters to parents. Coordinate information with parents, administration, social services, counselors or law enforcement officers as appropriate. | D         | 41%         |
| 2. Answer phones, screen incoming calls, provide information to callers, route calls to correct party, take messages for staff and students, retrieve messages from voicemail and make outgoing calls for administrators and other authorized personnel. Accept, sign for, open and distribute incoming mail and packages and warehouse orders. Prepare outgoing mail. Send and receive District E-mail and faxes. Call substitute line and inform staff of substitutes in the building. Communicate with District and community groups to coordinate building activities and to update master calendar/building usage. Greet visitors, direct to appropriate party, provide information, call students to office for meetings or pick-up by parents and assist/monitor students dropped off early for school and/or not picked up after school.  | D         | 39%         |
| 3. Type, word process, compile and/or compose memos, letters, lists, bulletins, reports, handbooks, agendas, minutes, etc. Copy, sort, staple and distribute correspondence to staff and students. Maintain school records and files. Coordinate meetings as appropriate.   | M         | 5%          |
| 4. Perform other job-related duties as assigned including providing backup coverage to other school positions and assisting students in the health clinic and contacting parents/guardians as necessary.  | Ongoing   | 15%         |
| <b>TOTAL =</b>  |           | <b>100%</b> |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 3 years of computer and general office experience.
- Experience working with school-age children preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- CPR and First Aid certifications preferred.
- District Student Information System certification training required within one month after hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong customer service and public relations skills.

- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Basic knowledge of First Aid procedures, CPR and precautions for handling bodily fluids preferred.
- Knowledge of District and school policies and procedures preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key, etc.
- Operating knowledge of and experience with student information systems preferred, District Certification required within 1 month after hire.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of District E-mail system, District Intranet and Internet required within 1 month after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | <b>POSITION TITLE</b>   | <b>JOB CODE</b>  |
|--------------------|---|------------------|
| <b>Reports to:</b> | Principal, Assistant Principal, or Office Manager Elementary School | 3082, 3085, 1300 |

|                        | <b>POSITION TITLE</b>                         | <b># of EMPLOYEES</b> | <b>JOB CODE</b> |
|------------------------|---|-----------------------|-----------------|
| <b>Direct reports:</b> | This job has no supervisory responsibilities. |                       |                 |

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- This job has no budgetary responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *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.*

| <b>PHYSICAL ACTIVITIES:</b>         | <b>Amount of Time</b> |                  |                   |                 |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                     | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Stand                               |                       |                  | X                 |                 |
| Walk                                |                       |                  | X                 |                 |
| Sit                                 |                       |                  | X                 |                 |
| Use hands to finger, handle or feed |                       |                  |                   | X               |
| Reach with hands and arms           |                       |                  |                   | X               |
| Climb or balance                    |                       | X                |                   |                 |
| Stoop, kneel, crouch, or crawl      |                       | X                |                   |                 |
| Talk                                |                       |                  |                   | X               |
| Hear                                |                       |                  |                   | X               |
| Taste                               | X                     |                  |                   |                 |
| Smell                               |                       | X                |                   |                 |

| <b>WEIGHT and FORCE DEMANDS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                  | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Up to 10 pounds                  |                       |                  |                   | X               |
| Up to 25 pounds                  |                       |                  | X                 |                 |
| Up to 50 pounds                  | X                     |                  |                   |                 |
| Up to 100 pounds                 | X                     |                  |                   |                 |
| More than 100 pounds             | X                     |                  |                   |                 |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |                |           | X          |          |
| Analyze              |                | X         |            |          |
| Communicate          |                |           | X          |          |
| Copy                 |                |           | X          |          |
| Coordinate           |                |           | X          |          |
| Instruct             |                | X         |            |          |
| Compute              |                |           | X          |          |
| Synthesize           |                | X         |            |          |
| Evaluate             |                |           | X          |          |
| Interpersonal Skills |                |           |            | X        |
| Compile              |                |           | X          |          |
| Negotiate            | X              |           |            |          |

| WORK ENVIRONMENT:                     | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X              |           |            |          |
| Work near moving mechanical parts     | X              |           |            |          |
| Work in high, precarious places       | X              |           |            |          |
| Fumes or airborne particles           | X              |           |            |          |
| Toxic or caustic chemicals            | X              |           |            |          |
| Outdoor weather conditions            | X              |           |            |          |
| Extreme cold (non-weather)            | X              |           |            |          |
| Extreme heat (non-weather)            | X              |           |            |          |
| Risk of electrical shock              | X              |           |            |          |
| Work with explosives                  | X              |           |            |          |
| Risk of radiation                     | X              |           |            |          |
| Vibration                             | X              |           |            |          |

| VISION DEMANDS:   | Required |
|---|----------|
| No special vision requirements.                           |          |
| Close vision (clear vision at 20 inches or less)          | X        |
| Distance vision (clear vision at 20 feet or more)         |          |
| Color vision (ability to identify and distinguish colors) |          |
| Peripheral vision   |          |
| Depth perception  |          |
| Ability to adjust focus                                   | X        |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        |                |
| Moderate     | X              |
| Loud         |                |
| Very Loud    |                |