



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **School Secretary (Secondary)**  
 Job Family: **School Clerical**  
 Prepared/Revised Date: **February 11, 2015**

FLSA Status: **Non-Exempt**  
 Pay Range: **SC15H**  
 Job Code: **506H7**

**SUMMARY:** Responsible for performing secretarial and administrative duties for a secondary school administrator, department, office, or program, including receiving calls, students and substitutes, producing correspondence, entering data, providing student health care, maintaining records and files, monitoring attendance, etc.

**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. **Frequency of duties, percent of time and work year may vary based on department or building assignment.***

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Receive calls, greet students and substitutes, and answer inquiries. Direct calls and students to the appropriate person as necessary. Assist substitutes and volunteers with check-in procedure and/or problems.	D	20%
2. Assist teachers with daily needs including copying, creating materials, textbook checkout, etc. Enter and track data, pull reports and complete documentation based on department or program needs.	D	20%
3. Process purchase orders, warehouse order supplies, restricted checks, and maintain petty cash. Reconcile and manage department budgets and purchase cards.	D	20%
4. Type correspondence, newsletters, forms, and memos. Assist in the production of department and program materials.	D	5%
5. Maintain department copies and printers. Request work orders as needed.	D	5%
6. Provide first aid and administer student medications, adhering to District and state procedures, as needed.	D	5%
7. Schedule meetings, appointments, and building use.	D	5%
8. Maintain ongoing office supplies, textbook, and materials inventory.	D	4%
9. Sort and distribute mail and process mass mailings.	D	1%
10. May supervise, train, and/or guide the work of student aides.	D	1%
11. Attend work and arrive in a timely manner.	D	1%
12. Arrange for student, staff, and teacher transportation as needed.	W	5%
13. May assist with student data, testing and master scheduling.	A	5%
14. Perform other duties as assigned.	Ongoing	3%
	<b>TOTAL =</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- Specialized training beyond high school preferred
- Two to three years of related experience
- Equivalent combination of education and experience acceptable



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Successful completion of First Aid and CPR, and Administering Medication in a School Setting (if not currently certified, successful completion must be done at earliest convenience after hire)
- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Strong personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to learn and operate District computer systems
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- 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 people 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, peripherals and media equipment
- Operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				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			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	