



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **School Secretary (Early Childhood)**
 Job Family: **School Clerical**
 Prepared/Revised Date: **April 2, 2018**

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

SUMMARY: Responsible for performing secretarial and administrative duties for the Early Childhood program, ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Coordinator, and staff, including communicating program information to families, maintaining student and program files and records, and processing application and documents.

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 = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Act as the first point of contact for all who visit the ECE main office; greet, communicate with, and direct or refer appropriately so that the reason for their visit can be achieved. Receive phone calls, answer inquiries, take and distribute messages, and direct calls to the appropriate person as necessary.	D	25%
2. Greet and conduct initial intake interview for families who drop off their application in person. Process and copy application documents from registering families and files for newly enrolled children; including income and address documents, transportation requests, change of classroom forms, and other program forms. Sort and distribute applications to enrollment staff and collaborate with staff and families to complete the enrollment process by accurately communicating about application status; copy and mail communication between staff and registering families.	D/Q	25%
3. Input data into ECE data systems and file program paperwork (e.g., health, teacher, mentor, staff, etc.) Maintain student cumulative files and perform the annual student information updates from data verification forms.	D	15%
4. Assist all staff, families, district, and community partners using appropriate language and culture skills. As needed, provide or direct families to needed translation and interpretation services.	D	10%
5. Sort and distribute mail and process mass mailings. Participate in large-scale mailings to families regarding the new enrollment year, placements, and other information. Participate in copying and distribution of staff and program paperwork throughout the year, including in preparation for the beginning of school.	D/Q	10%
6. Collaborate with ECE leadership, district and community partners, and families; assist in implementing program procedures. This includes scheduling and making reminder calls to families for enrollment and assessment screenings and processing bus returns, including making initial family contact;	D	9%
7. Attend work and arrive in a timely manner	D	1%
8. Perform other duties as assigned.	Ongoing	5%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Two to three years of related experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Basic math skills
- Must be certified in CPR/AED/ First Aid
- Bilingual oral and written communication skills may be required
- Ability to effectively communicate to staff, students, families and community members utilizing cross-cultural and language skills
- 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 and peripherals
- 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
Direct reports:	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 feed				X
Reach with hands and arms				X
Climb or balance		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



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