



# Job Description

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**Job Title:** Secretary I –Records Secretary

**Schedule:** 8 hrs. Per day, 9 months per year, About 204 days per year

**Classification:** Class 11

**FLSA Status:** Non-Exempt

## **SUMMARY**

To maintain student records at a school facility.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Greet and provide high quality customer service to parents, students and visitors at the counter
  2. Answer telephones, take messages, and problem solve various issues
  3. Give school tours when needed to new families
  4. Attend to sick or injured students and provide first aid assistance as needed
  5. Establish a permanent file for each student. File and maintain all student records and other legal documents including report cards/progress reports, student discipline, attendance, testing, IEP's, custody agreements, restraining orders, medical, etc.
  6. Maintain medical records including immunization records and screenings. Administer and record medication dispensed during school hours when needed
  7. Register new students and request/obtain records from previous schools. Follow up with previous school for any additional information needed
  8. Withdraw students and prepare and forward records to new schools
  9. Maintain daily student attendance records. Call parents of students who are absent. Prepare and/or compile needed attendance and discipline data for school team meetings. Prepare and mail attendance letters to be sent to families
  10. Print report cards/progress reports and prepare for mailing. Deliver mailings to the District Office as needed
  11. Update all Student Verification Information into the student information system, including new phone numbers, addresses, and disciplinary information
  12. Assist the school secretary in receiving money, counting deposits, filling out the related paperwork and writing receipts for school supplies, library fines, fundraisers, and other transactions in order to ensure the fidelity of cash handling
  13. Assist with student supervision, including before, during and after school
  14. Assist the principal and school secretary and other school personnel as necessary with occasional typing, copying, distributing notices to be sent home, etc.
  15. Perform other duties, as assigned
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## **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

## **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. 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.

## **EDUCATION and/or EXPERIENCE**

High School diploma/GED/equivalent; No experience is required. Skills and abilities are learned on the job in a short period of time.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

## **COMPUTER SKILLS**

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates, licenses, or registrations.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment with only occasional (20-40%) hazards or obstacles. There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile individuals, exposure to contagious disease, etc. Positions with some responsibility for driving are to be placed at least at this level.

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## **PHYSICAL DEMANDS**

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

## **MENTAL DEMANDS**

Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

## **PAY EQUITY SCOPE**

The position has some interaction primarily with those inside and outside the department to exchange information with some responsibility for creation, development or design of new product, program, methods, system, procedures, or policies. The requirement to create new ideas, and refine concepts is considered an on-going job responsibility. Positions assigned occasionally special creative projects are also to be rated at this level. Positions at this level have minimal impact and, expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. Positions at this level have a minimal need or ability to analyze problem or concepts or make decisions on the information. Position has minimal influence on organization operations, programs. Ability to influence treatment outcomes is minimal. The ability to influence overall agency image is minimal. While "customer" contact is a part of the position, supervisory action would prevent or correct most issues. Positions at this level are expected to handle regularly assigned work which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level have some must consider own work and work of others. Positions at this level have minimal planning responsibility and must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities.

## **ADDITIONAL REQUIREMENTS**

Post-job offer criminal background check will be required.

*The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.*

*The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.*

*Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.*

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