



David Douglas School District #40

Classified Job Description

SECRETARY I - RECORDS CLERK

Schedule: 8 hours per day / 9 months per month

Class: 11

POSITION PURPOSE

To maintain student records at a school facility.

NATURE AND SCOPE OF RESPONSIBILITIES

- Greet and assist parents, students, and visitors at the counter
- Answer telephones and take messages
- Attend to sick or injured students and provide first aid assistance as needed
- Maintain student records, establishing a permanent file for each student. File records of screenings, testing, and IEP's
- Register new students, obtain records from previous schools. Prepare and forward records to new schools for departing students
- Maintain medical records including immunization records. Administer and record medication dispensed during school hours
- Occasional typing for principal or staff members
- Make copies and distribute notices sent home with students
- Other possible duties might include maintaining records of students participating in the student lunch program, calling parents of students who are absent, recording student attendance, compiling data on the above and preparing related reports
- Assist the principal and school secretary and other school personnel as necessary
- Perform other duties, as assigned

QUALIFICATIONS

- High school diploma or equivalent
- 21 years of age or older
- First Aid card is desirable
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation and use of computer programs involving word processing; use of telephone, calculator, fax, copier and other office equipment
- Knowledge of school operations and personnel
- Ability to work as a team member with the building secretary
- Ability to remain flexible and work with frequent interruptions
- Ability to project a pleasant manner and relate well to students and their requests for assistance
- Ability to work harmoniously with others and to communicate effectively and appropriately, both verbally and in writing, with students, staff, and parents
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to students and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.