



## David Douglas School District #40

### Classified Job Description

#### **SECRETARY II – POOL**

Schedule: 12 months  
Class: 12

#### **POSITION PURPOSE**

To perform secretarial, clerical and office coordination duties for the Aquatics Center and the DD and DDHS Swimming Program.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Represent the Aquatics Center by phone and personal contact with students, parents, teaching staff and various business representatives
- Open Aquatics Center each morning
- Answer and screen telephone calls and greet walk-in visitors, provide information on school policies/procedures and refer telephone calls to appropriate staff member
- Maintain and protect the confidentiality of student records and/or fees, ASB card, insurance and medical information
- Respond to student inquiries and problems
- Maintain daily record of student attendance
- Keep track of teacher attendance and reasons for absences
- Maintain the checking account for the Aquatics Center
- Type all correspondence related to Aquatics including district league schedules and rosters
- Prepare and order forms related to Aquatics Center
- Contact or communicate with officials, schools, coaches, students and staff regarding changes or additions to the schedule of events due to conflicts, weather, etc.
- Assist Aquatics Director in the preparation of budget, purchase orders, the receipt of purchases, inventory, work orders and payroll
- Maintain accurate records for Aquatic Center expenditures, and submit requisitions and purchase orders
- Order and maintain an inventory of building supplies
- Coordinate all use of Aquatics Center beyond the regular school day
- Maintain and prepare all extra duty payroll records and submit to payroll department on a monthly basis
- Screen all posters and announcements prior to display or distribution
- Coordinate transportation needs for athletics and activities
- Coordinate with elementary schools to schedule yearly swimming sessions
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- High School diploma or equivalent
- 21 years of age or older
- Accurate typing skills. Must be able to use word processing programs on a computer
- Knowledge of building procedures and personnel
- Must exercise initiative in following up with students and teachers regarding absences
- Able to handle a high volume of telephone calls on a regular basis
- Handles sensitive situations on the telephone and in the office regarding students
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents 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. Possess a tolerance for high heat, humidity and noise levels.

**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.