



## David Douglas School District #40

### Classified Job Description

#### **SECRETARY III / EARLY CHILDHOOD PROGRAM**

Schedule: 12 months per year  
Class: 14

#### **POSITION PURPOSE**

Performs a full range of secretarial and specialized demonstration duties to support efficient program or other operations requiring specific knowledge of MESD programs functions, policies, and procedures. Typical duties depend on specific assignments and may include: providing staff support to Director, Associate Director, Coordinators, Supervisors, and staff; serving as secretary; demonstrate how to use department forms, preparing detailed records, budgets, personnel actions, and administrative reports; provide department level support in technology related issues including hardware and software support and diagnosis, and problem resolution.

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

- Coordinates, schedules and arranges program or other secretarial services with various supervisors, staff members, departments, or agencies
- Performs designated program or departmental functions
- Consult with coordinator and supervisors, district referring staff and appropriate resource persons to identify, create formats through template design and provide specific training activities on use of the formats, resource references and literature reviews including accessing information from the Internet for teachers, administrators and support staff (i.e. program inventories, back to school materials, student services, electronic IEP/IFSP management for use in analyzing special education data)
- Uses office machines such as a computer terminal, typewriter, word processor, adding machine, photocopier, telephone, or other standard office equipment. Also operates word processing, spreadsheet, database and other software
- From written drafts or oral instructions, prepares letters, memos, forms, manuals, contracts, legal statements, grants, and reports. Composes and proofs material to assure proper layout, grammar and inclusion of pertinent information
- Initiates regularly recurring reports, listing of local, state, counties and national staff development opportunities in special education, and standard form letters. Maintains program, nursing or department records, making periodic audits as necessary, and prepares follow-up reports requiring action on a periodic basis
- Provides confidential secretarial and support services for Associate Director, Coordinator, Supervisor and/or department staff which may include responsibility for matters such as reception services, appointments, meeting arrangements, word processing, filing, spreadsheets, designated administrative services
- Serve as secretary to committees. Prepares agendas and supporting materials; attends meetings, takes and transcribes minutes. Prepares and distributes final minutes and reports; conducts follow-up assignments
- Work as liaison between agency staff in developing and monitoring software and network systems
- Assist with self-evaluation and monitoring of program service delivery for programs
- Searches files and records for readily identifiable information as directed or based on department policies or legal requirements. Obtains information from others as necessary to complete assignments, create templates necessary for tracking inventories and electronic IEP/IFSP management
- Compiles data from varied sources and makes summary reports. May involve statistical calculations and tabulations in accordance with established formulas and equations. May also involve obtaining quotes from vendors as directed and providing printing estimates to ESD customers

**NATURE AND SCOPE OF RESPONSIBILITIES** (cont.)

- Processes purchase orders, expense reimbursement statements, travel requests, and other related requisitions assuring proper approvals, coding and records; purchases office supplies and equipment for the unit, and maintains inventory of supplies and related materials
- Contributes to the economic efficiency of the program or other function, for example, by creating templates for use in reporting and tracking expenditures for grants, and train other programs administrators and secretaries on the use of the forms, other expenditures and billing systems as needed, tracking and reconciling unit grants, funding, or petty cash, and performing budgeting and bookkeeping functions
- Serves as a contact person for the program or other function which may include responsibilities for parent, student, or other customer communications, and/or liaison with other MESD departments, school districts, or agencies
- Provides back-up support to other positions in case of absence or work overload. This may include performance of designated duties assigned to supervisory personnel
- Attends department or other staff meetings or other interagency meetings
- May participate in the training and/or directing day-to-day the work of other classified employees, students, or volunteers as authorized
- Performs other related duties as assigned

**QUALIFICATIONS**

- High School diploma, or G.E.D., with course work in secretarial, that includes ability to create custom forms using word processing templates, and/or bookkeeping practices and three years of progressively responsible secretarial experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job
- Outstanding knowledge of secretarial and office practices, procedures, including business English, including composition, spelling, grammar, punctuation, and letter format and budgeting and bookkeeping practices and procedures
- Ability to diagnose and resolve problems concerning computer software, hardware and peripherals
- In depth knowledge of departmental, program, and/or MESD functions and procedures
- Skills in operating standard office equipment such as typewriter, microcomputer, telephone, calculator, and photocopier
- Skills in operating word processing (including template design), spreadsheet, database and other software programs and ability to demonstrate to others how to use
- Good oral communications skills and ability to understand, apply, and explain District/department policies and procedures, to deal with parents, students, other employees, agencies and the general public using courtesy, tact, and good judgment
- Ability to work independently organizing work with a minimum of supervision and to work with close attention to detail to maintain, track, and coordinate multi-step processes and meet deadlines  
Ability to type with sufficient speed to complete work in a timely and accurate manner and may require the ability to take meeting minutes as specified for position.
- Ability to lift up to 40 lbs. and physically perform assigned duties

**ESSENTIAL PHYSICAL REQUIREMENTS**

Light to 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, walking, and bending.

**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.