



David Douglas School District #40

Classified Job Description

SECRETARY IV – FIR RIDGE SECRETARY

Schedule: 10 months per year
Class: 15

POSITION PURPOSE

To provide secretarial, clerical, record keeping, and organizational services for Fir Ridge Campus, David Douglas High School Alternative Program.

NATURE AND SCOPE OF RESPONSIBILITIES

- Oversee work of the secretarial and clerical staff
- Provide information on school policies and school operations or refer calls to the appropriate staff member. Set up meetings and maintain the principal's calendar
- Greet visitors at the counter. Provide information on school operations and policies. Refer visitors to the appropriate staff member
- Monitor, distribute, and collect staff keys
- Respond to student inquiries and problems at the counter. Provide first aid assistance as needed. Dispense prescribed medication to students. Contact parents to advise of student's problem/condition as needed
- Assist and develop and data input for master schedule
- Assist with preparation of forms for student forecasting and teacher sectioning
- Distribute student schedules, student directories, and various staff reports to appropriate personnel
- Gather and disseminate information regarding classes from DDHS, such as Credit Retrieval, Summer School, Driver's Ed., etc.
- Assist with coordinating graduation/GED ceremonies, commencement program, tickets, diplomas, and caps/gowns
- Process professional growth and curriculum time requests made by teachers and maintain records showing balances in both areas
- Perform a variety of bookkeeping functions for the school. Account for funds for fundraising, student projects, sport fees, snack sales. Make deposits. Write checks to pay for items purchased with these funds. Pay referees from school funds and obtain reimbursement from the central office. (These accounts are audited by the district through an outside auditor.)
- Type correspondence for the principal, minutes of faculty meetings, bell schedules, school programs, purchase orders and work orders for the school. Type teacher evaluations. Maintain principal's working files relating to staff at Fir Ridge
- Type a variety of reports for the school, e.g. the school enrollment report, which is transmitted to the State Department of Education via the central office
- Input student data into the computer for district, ESD and State Department of Education record keeping
- Order and maintain an inventory of building supplies from the district warehouse and on-line orders from outside vendors
- Keep track of teacher attendance and reasons for absences. Collect timecards for clerical and instructional positions and transmit hours to the central office. Sort and distribute district and regular mail
- Seasonal functions include putting together student packets during summer months
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older, with three years of experience in general clerical work requiring frequent contact with the public
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Must be skilled in computer operation and use of computer programs involving word processing and Excel; use a telephone, calculator, fax, copier and other office equipment
- Must know or be willing to be trained on Synergy in order to process student registrations
- Able to produce a school newsletter and maintain the web based school calendar
- Knowledge of middle school and district personnel and procedures
- Must hold a valid first aid card
- Valid driver's license required - must drive to make bank deposits and to the ESD to deliver and pick up reports
- Ability to remain focused and productive despite frequent interruptions
- Ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- Ability to respond to sensitive issues and concerns from students, parents, and staff, and to maintain the confidentiality of such. Must have ability to work with diverse and at risk high school students.
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff
- Fluent in Russian or Spanish preferred

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 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. Exposure to noise and activity of a school setting.

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.