



**David Douglas School District #40**  
**Classified - Job Description**

<b>Job Title:</b>	<b>Secretary IV – Head Secretary Middle School</b>	<b>Department:</b>	Middle School
<b>Schedule:</b>	8 hrs per day, 12 months per year, About 260 days per year	<b>Reports To:</b>	Principal
<b>Classification:</b>	Class 15	<b>Prepared By:</b>	HRA/DDSD HR
<b>FLSA Status:</b>	Non-Exempt	<b>Prepared Date:</b>	June 2020
		<b>Approved By:</b>	HR
		<b>Approved Date:</b>	April 29, 2021

**SUMMARY**

To provide secretarial, clerical, record keeping, and organizational services for the middle school.

**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. Administrative Duties
    - 1.1. Oversee work of the secretarial and clerical staff at the middle school.
    - 1.2. Greet visitors at the counter and answer and screen telephone calls. Provide information on school operations and policies. Refer visitors or phone calls to the appropriate staff member as needed.
    - 1.3. Oversee and maintain Principal's Calendar to include scheduling meetings.
    - 1.4. 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.
    - 1.5. Type correspondence for the principal, minutes of faculty meetings, bell schedules, school programs. Maintain principal's working files relating to staff at the middle school. Occasionally make copies for teachers and provide other clerical assistance.
    - 1.6. 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.
    - 1.7. Input student data into the computer for district, ESD and State Department of Education record keeping
    - 1.8. Order and maintain an inventory of building supplies.
    - 1.9. Process requests for purchase orders in the district's financial system for assigned school activities. Assist staff on the proper District purchasing guidelines and practices.
    - 1.10. Timely manage and reconciles assigned school purchasing cards monthly.
    - 1.11. Track and monitor budgets, revenues, and expenditures, for assigned school activities, such as school activity accounts, teacher classroom budgets.
    - 1.12. Keep track of teacher attendance, reasons for absences and ensure proper budget codes are used when needed within the online absence reporting system.
    - 1.13. Review time records of classified employees and send to payroll for processing
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- 1.14. Sort and distribute district and regular mail.
- 1.15. Seasonal functions include: Put together student packets during summer months.
  
2. Master Schedule
  - 2.1. Coordinate with the principal to plan and setup the school year's master schedule
  - 2.2. Set up all class courses in synergy
  - 2.3. Assign all student course requests
  - 2.4. Ensure that all classes are balanced and transfer from an A day to a B Day
  - 2.5. Publish mater schedule
  
3. Financial Duties
  - 3.1. Perform a variety of bookkeeping functions. Account for funds for fundraising, student projects, sport fees, snack sales.
  - 3.2. Record and receipts money in the District's receipting system for school activities, such as student fees and school activity accounts. Balances the District's receipting system, prepares bank deposits and reconciles ledgers for assigned school activities.
  - 3.3. Reconcile and maintain the school's petty cash accounts. Assist teachers, students, student business and groups on District cash handling and receipting practices.
  - 3.4. Process requests for purchase orders and manage school purchasing cards.
  - 3.5. Prepare bank deposits and reconciles ledgers.
  - 3.6. Track and monitor school budget, revenues, and expenditures.
  
4. Managing Attendance
  - 4.1. Monitor daily attendance of teacher's absences and confirm coverage will be provided.
  - 4.2. When substitute coverage is not provided, organized teacher coverage within the building and complete required payroll forms.
  - 4.3. Monitor daily attendance of classified staff & inform admin of absences.
  - 4.4. Make sure that Timeclock is correct on a daily/weekly basis. Verify & make corrections with employee.
  - 4.5. Write hall passes for late students. Update attendance for late students and parent calls. Call parents when their student is not at school.
  - 4.6. Weekly and quarterly enrollment data compiled and entered into documents folder and sent to district office.
  
5. Perform other duties, as assigned.

**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

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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; 1-2 years of experience is required.

**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**

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.

**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.

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**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 regular communication inside and outside the organization to exchange ideas and gather information with minimal assigned responsibility for creation, development or design of new product, program, methods, system, procedures, or policies. The requirement to generate new ideas, innovate from current practice or create original work is only incidental to other aspects of the position. There is the expectation to identify ideas to improve own work processes or work group processes. Positions at this level have some impact to and influence on expense or budgetary outcomes. Dollar amounts influence would be considered limited. Responsibility for the prudent use of organization assets may extend beyond own work responsibilities to the work unit or department financial management. Positions at this level have some need or ability to analyze problem or concepts or make decisions on the information with some impact to and influence on organization operations, programs. Ability to influence outcomes occurs some but is limited to personal interactions with assigned customers. some ability to influence organization image. Supervisory action would prevent or correct most issues. "Customer" service is a regular aspect of the position and actions could impact user satisfaction levels. Positions occasionally encounter some variations from the norm and are encouraged to suggest ways for handling these. 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 must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.

**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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