



David Douglas School District #40 Classified - Job Description

Job Title:	Secretary III – Elementary	Reports To:	Principal
Schedule:	8 hrs per day, 10 months per year, About 219 days per year	FLSA Status:	Non-Exempt
Classification:	Class 14	Prepared By:	HRA/DDSD HR
Department:	Education-Elementary	Prepared Date:	June 2020
		Approved By:	HR
		Approved Date:	April 29, 2021

SUMMARY

To perform secretarial, clerical, record keeping, and organizational services for an elementary school office.

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. Represent the Main Office by phone and personal contact with students, parents, and teaching staff.
 - 1.2. Answer and screen telephone calls, greet walk-in visitors, provide information on general school procedures and policies, and relay messages to appropriate staff members.
 - 1.3. Respond to student inquiries and problems at the counter. Attend to students who are ill and provide first aid assistance as needed. Contact parents to advise. Maintain medical alert list. Dispense prescribed medications to students and maintain related records.
 - 1.4. Process student registrations; obtain medical information; assign bus numbers and bus stops; coordinate transportation needs with other schools as needed. Input student data into the computer for district, ESD, and State Department of Education record keeping.
 - 1.5. Maintain daily record of student attendance; input data for district office and the ESD. Keep track of enrollment by classroom and grade level. Prepare school's data for quarterly attendance report.
 - 1.6. Type correspondence and reports for the principal. Update, print, and distribute school handbooks, checklists, newsletters, and other publications for parents, students and staff members.
 - 1.7. Order and maintain an inventory of building supplies from the district warehouse.
 - 1.8. Process a monthly payroll for certified and classified staff.
 - 1.9. Oversee District allocated Budget monies and Student Body Account monies.
 - 1.10. Process student free/reduced lunch applications and maintain records of qualified students with the cook and district Food Service office.
 - 1.11. Maintain the building's checking account, making deposits, and writing checks for field trips and reimbursements; maintain petty cash; balance statements; maintain necessary records for annual audits.
 - 1.12. Monitor students sent to the office for behavioral reasons. Maintain custodial parent list, including restraining orders.
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- 1.13. Report weekly enrollment numbers to district office, including submitting and verifying reports.

 - 1.14. Verify and submit quarterly ADM.
 - 1.15. Assist parents/guardians in registration of children.
 - 1.16. Review registration form/online submission, collect and verify all related document.
 - 1.17. Relay registration and important student details to teacher within timely manner, facilitate student finding classroom and tactful introduction to teacher.
2. Classified Time Clock
 - 2.1. Adjust timeclock segments, per employee requests.
 - 2.2. Verify time segments for classified staff weekly.
 - 2.3. Adjust and correct time segments to prepare for Manager approval.
 - 2.4. Communicate with district office
 - 2.5. Maintain certified absences, monthly reports.
3. 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 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.



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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.

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 some responsibility for creation, development or design of new product, program, methods, system, procedures, or policies. The requirement to create new ideas, and refine concepts is considered an on-going job responsibility. Positions assigned occasionally special creative projects are also to be rated at this level. 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



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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 have some 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.
