



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

Job Title: Secretary II.5 – Head Secretary
K- 12 Virtual / Online Program **Department:** Online Program

Schedule: 8 hrs per day, 12 months per year,
About 260 days per year **Reports To:** Principal

Classification: Class 13 **Prepared By:** HRA/DDSD HR
Prepared Date: June 2020

FLSA Status: Non-Exempt

SUMMARY

To provide secretarial, clerical, record keeping, and organizational services for the K-12 online program of David Douglas School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

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 all clerical aspects of the online program.
 - 1.2. 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.
 - 1.3. Provide information on school operations and policies. Refer inquires to the appropriate staff member.
 - 1.4. Monitor website, phones messages and other online communications.
 - 1.5. Respond to student inquiries. Contact parents/ guardians as needed.
 - 1.6. Assist and develop and data input for master schedule.
 - 1.7. Assist with preparation of forms for student forecasting and teacher sectioning.
 - 1.8. Communicate student schedules, student directories, and various staff reports to appropriate personnel.
 - 1.9. Assist with coordinating graduation/GED ceremonies, commencement program, tickets, diplomas, and caps/gowns.
 - 1.10. Process professional growth and curriculum time requests made by teachers and maintain records showing balances in both areas.
 - 1.11. 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.
 - 1.12. Input student data into the computer for district, ESD and State Department of Education record keeping.
 - 1.13. 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.

2. Track and Monitor School Budget
 - 2.1. Tracks and monitors budgets, revenues, and expenditures.
 - 2.2. Process requests for purchase orders in the district's financial system for assigned activities. Assist teachers and staff on the proper District purchasing guidelines and practices.
3. Managing Timeclock & ESS
 - 3.1. Approve and edit Timeclock plus electronic time & attendance for classified employees under supervision.
 - 3.2. Provide additional Timeclock training when needed.
 - 3.3. Provide information to classified staff regarding leaves of absence.
 - 3.4. Ensure that ESS reports are accurate, enter absences, and reconcile jobs.
 - 3.5. Assist and provide support to substitutes.
4. 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.

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 some (20-40%) physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level. 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 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 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.