

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Educational Secretary – High School Activities and Athletics
Prepared Date:	10/31/2016
Revised Date:	6/13/2023
Work Year:	165 days
Department:	Secondary Education
Reports To:	High School Principal
Salary Range:	Educational Secretary Salary Schedule – Pay Grade 510
Benefits:	Fringe benefits based on PESPA Negotiated Agreement
Status:	FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the High School Activities and Athletics Secretary is to provide clerical support to and maintain the daily flow of activities in the High School Athletics Office; Work closely with complex and confidential files and ensures accuracy in working with school, finance, and student files; Support High School staff by performing clerical and technical functions related to program compliance. Responsibilities include maintaining records for activities and athletics, arranging for transportation to events, scheduling facility use by District individuals, and performing a variety of other secretarial duties

QUALIFICATIONS:

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. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Minimum of five (5) years of applicable experience or equivalent combination of college education and experience
- Typing certificate at the rate of 40 W.P.M.
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous secretarial/clerical experience in Pueblo School District 60
- Previous experience with budgets, purchase orders, etc.
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of budgets, purchase orders, work/service orders, and/or printing orders
- Knowledge of Windows-based computer systems, Infinite Campus, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to work under high pressure with a multitude of on-going tasks and last-minute deadlines and changes with minimal errors
- Knowledge of standard office practices and procedures
- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to create and maintain a system for managing and maintaining large amounts of complex information
- Superior telephone skills/etiquette with a strong customer orientation toward staff, students, parents, outside agencies, and the community.
- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students, city/county officials, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with little supervision
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances
- Ability to work with frequent interruptions
- Excellent proofing skills; knowledge of English, proper grammar, style, syntax, spelling, and punctuation
- Ability to set up and coordinate conferences, training sessions, workshops, and meetings

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Perform general office duties, keep an accurate and up to date filing system, operate appropriate office equipment, cordially answer telephone calls, make appointments take messages
- Screen incoming calls and correspondence and refer to appropriate staff for action
- Maintain confidentiality in all aspects of assignments
- Collect monies for all clubs, industrial education shops, activities, and athletics; Maintain financial records, including reconciling accounts and p-cards, receipting and deposition of all monies collected on a daily basis in accordance with District policies and procedures
- Keep accurate records of club accounts and student fees; Use infinite campus as needed to store and update information; verify balances with District Business Services as needed
- Process all requirements involved for student athletes enrolling in a sport. This includes ensuring all eligibility requirements, including CHSAA requirements, are met, such as physicals, parental permission, etc.
- Coordinate student athletic information and forward information to students, parents, staff, and the business office in a timely manner
- Maintain monthly calendar for all activities and athletic events
- Facilitate sale of tickets for scheduled events, including dances, student-led events, various fundraising events, etc.
- Maintain eligibility lists and rosters for all sports and student activities; distribute and collect athletic registration information
- Perform all duties related to student cards
- Type and submit daily announcements regarding activities and athletics
- Distribute class pictures and student ID cards.
- Assist with the allocation of athletic and activities budgets on a yearly basis
- Act as liaison between, and build positive relationships with principal, staff, students, and parents, vendors, alumni, and other stakeholders
- Prepare agendas, minutes, mailings, memos, certificates, and notification for meetings and upcoming events as needed
- Use computer for word processing, e-mail, work orders, supply requests, purchase orders, data processing requests, online purchases, student and athletic records, etc.
- Purchase supplies and assist/maintain budgets for all athletic and activities accounts as assigned; make payments to applicable vendors in timely manner; request and monitor budget transfers as needed

- Make arrangements for meals, lodging, and transportation for out-of-town travel for activities and athletic events as assigned. Make arrangements with Accounting Office to increase procurement card limits if needed
- Prepare check requests and process requisitions for payment; submit proper invoice with purchase order securing payment.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the School Administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		

Carrying Maximum weight: 50 lbs.			X		
--------------------------------------------	--	--	----------	--	--

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting. The employee will be subject to exposure of infectious disease and exposure to body fluids. Often subject to loud noises associated with groups of students, phones, and bells/alarms.