

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

Job Title: Educational Secretary – Early Childhood
Prepared Date: 10/31/2016
Revised Date: 7/2/2018
Work Year: 213 days
Department: Early Childhood Education
Reports To: Early Childhood Specialist
Salary Range: Educational Secretary Salary Schedule – Pay Grade 512
Benefits: Fringe benefits based on PESPA Negotiated Agreement
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Early Childhood Secretary is to ensure the efficient operation of the Early Childhood Department and provide administrative assistance to the department, and collaborate and coordinate with administrators in the department to organize and manage all aspects of assigned programs. Support Early Childhood staff by performing clerical and technical functions related to program and grant compliance. Handle confidential information and frequent contact with all levels of District employees, parents, the general public, and other outside stakeholders.

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
- Five (5) years of secretarial/clerical 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.
- Experience/knowledge in support of a multi-location organization.
- Previous experience with budgets, purchase orders, etc.
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Previous experience with budgets, purchase orders, work/service orders, and/or printing orders
- Previous experience with 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
- 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.

- Collect and archive monthly preschool enrollments from all preschool sites for both am/pm

sessions and 3 yr./4 yr. old programs

- Coordinate calendar/schedule for Early Childhood supervisor, locate when necessary; generally help facilitate efforts of supervisor
- Maintain billing and budgeting for Early Childhood (CPP) budget (approx. \$5,000,000.00)
- Coordinate and schedule meeting rooms for monthly preschool professional development training
- Coordinate and schedule activities for trainings (reserving rooms, refreshments, attendance sheets, follow up evaluation forms, etc.)
- Coordinate and process all correspondence (memos, letters, etc.)
- Monitor and compile information required for compliance issues under CDE and Colorado Preschool Program mandates (i.e., developing report for highest risk factors, etc.)
- Compile and assist with End of Year Reports for CDE and CPP programs/grants
- Copy and print handouts and brochures for trainings and/or mailings
- Organize a mailing label database for Early Childhood related groups and teachers
- Maintain and review records and paperwork for procurement cards and monthly logs for all preschool staff
- Field general telephone calls and questions regarding Early Childhood/CPP program
- Create and maintain necessary data bases for documentation and accountability of preschool program
- Assist in compiling elementary principal survey results for efficacy of Early Childhood
- Assist in compiling parent satisfaction survey results of Preschool/Early Childhood program
- Assist in citywide preschool application process and compile database to track all applications of both accepted and non-accepted students
- Maintain and secure all District No. 60 Colorado Preschool Program staff files in compliance with State Licensing requirements
- Coordinate and process all District No. 60 Colorado Preschool Program site/classroom documents in compliance with State Licensing requirements and License Renewals
- Perform all duties necessary to maintain the AESOP Employee Absence Tracking System as assigned
- Use computer for word processing, e-mail, work orders, supply requests, purchase orders and data processing requests, including spreadsheets, graphs, charts, PowerPoint, etc. Prepare, check accuracy and code all requisitions, purchase orders, travel reimbursements, check requests and other forms and requests for approval
- Prepare agendas, minutes, mailings, and notifications for committee meetings
- Correct grammatical errors, punctuation, and sentence structure of draft copies and proofread final copies of all materials
- Proof a variety of publications and documents for dissemination, clean up documents, and occasionally coordinate printing
- Requisition office and program supplies and assist with budget and expense reports and maintain and track check out materials

- Prepare bulletins, newsletters, handbooks and other materials, as requested
- Type and copy documents as needed for Early Childhood

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Early Childhood Specialist and/or 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 an 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
 F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5-8 hrs per day)
 NA – Not Applicable

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			X		

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

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.