

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 – Middle School Attendance
Prepared Date:	10/31/2013
Revised Date:	9/1/2021
Work Year:	165 days
Department:	Secondary Education
Reports To:	Middle School Principal
Salary Range:	Educational Secretary Salary Schedule – Pay Grade 410
Benefits:	Fringe benefits based on PESPA Negotiated Agreement
Status:	FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Middle School Attendance Secretary is to perform secretarial/clerical duties involving the checking, follow-up, and recording of student attendance within established procedures. Performs high level secretarial tasks and administrative assistance to principal and school staff to ensure the successful operation of programs

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

- Three (3) 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 experience in secondary school office
- Previous clerical experience in Pueblo School District 60
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Hold a Medication Certification or obtain within three months of appointment (District Health and Wellness office)
- Knowledge of budgets, purchase orders, work/service orders, and/or printing orders
- Knowledge of standard office practices and procedures, effective practices and processes, equipment, and clerical techniques
- Ability to maintain records and to prepare standard reports
- Ability to follow verbal and written instructions
- Ability to make independent decisions in accordance with established policies and procedures; demonstrated ability to answer routine questions
- Ability to compose clear, concise letters and memos and format reports
- Data entry and work processing skills
- Ability to be patient with a strong customer orientation toward all staff, students, parents, city/county officials and community members
- 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
- 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
- Good 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
- Good 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.

- Act as receptionist for school, perform general office duties, keep an accurate and up to date filing system, operate appropriate office equipment, cordially answer telephone calls, receive office callers, assist faculty and students at counter, appease irate callers, give routine/established information to callers, act as a resource for individuals inquiring as to attendance areas, make appointments, screen incoming calls and visitors and refer to appropriate staff for action, take messages
- Maintain confidentiality in all aspects of assignments
- Receive and facilitate complaints and resolutions
- Type correspondence and reports
- Assist with filing student records i.e. cumulative records, immunizations, attendance records, etc.
- Issue return-to-class and excuse authorizations
- Perform duties related to hourly or daily attendance following appropriate procedures
- Confer with students regarding absences and refer to assistant principal when appropriate
- Verify absences with parents/guardian by established procedure
- Facilitate the duties of student office aides
- Under the direction of the District Nurse, assist in the administering of medications to students as required
- Assemble and update student cumulative files; responsible for custody and maintenance of cumulative files; prepare files for student transfer both within and without the district; post data to the cumulative record for incoming students; notify present teachers of transferred grades
- Perform all duties related to maintaining/updating student immunization records
- Register new students and forward records of past students
- Input student data on a daily basis; produce weekly student statistical reports for Pupil Personnel; compile and maintain data for the official pupil count and assist the State Audit; maintain class lists and attendance reports; compile and submit free and reduced lunch

applications to Nutrition Services as required

- Check out lockers, prepare report cards, process student drops and transfers, data entry for suspensions, and process computer call system
- Obtain records from out of district student transfers, ensure correct filing, and notify applicable teachers, administrators, case managers, etc. of special needs, IEP's, grades, 504's etc.
- Assist in maintaining inventory of supplies and materials, perform related work as required
- Responsible for reports to the Student Records Department as assigned
- Prepare survey forms for federally funded programs and other purposes upon request
- Set up forms for proper procedure to be used by teacher in aiding first day enrollment and alphabetize enrollment cards
- Fill out homework sheets for students in ISE and place in teachers' mail boxes
- Assist with promoting the health and safety of students
- Assist in coordinating school opening and closing procedures and report as needed

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Middle 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)

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

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 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 Maximum weight: 50 lbs.			X		
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.