

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 – Pueblo Youth Services Center (PYC)
Prepared Date:	9/16/2019
Revised Date:	9/1/2021
Work Year:	213 days
Department:	Exceptional Student Services
Reports To:	Executive Director of Exceptional Student Services
Salary Range:	Educational Secretary Salary Schedule – Pay Grade 412
Benefits:	Fringe benefits based on PESPA Negotiated Agreement
Status:	FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the PYC Secretary is to provide clerical support to the staff and school program at the Pueblo Youth Service Center; Work closely with complex and confidential files and ensures accuracy in working with school, finances, and student files; Support staff by performing clerical and technical functions related to program and grant compliance. Handle confidential information and maintain professional 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

- Minimum of three (3) 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.

- Act as a receptionist for department in Pueblo Detention Center; perform general office duties, keep an accurate and up to date filing system, operate appropriate office equipment, cordially answer telephone calls, appease irate callers, assist individuals with scheduling appointments, take messages, handle or refer complaints/problems as appropriate
- Screen incoming calls and correspondence and refer to appropriate staff for action
- Maintain confidentiality in all aspects of assignments
- Copy and disseminate documents
- Type correspondence, memorandums, reports, print ready materials, meeting notices, and other materials
- Assist promoting the health and safety of students
- Process and distribute all school and U.S. mail (both outgoing and incoming)
- Use computer for word processing, e-mail, work orders, supply requests, purchase orders, data processing requests, time and attendance corrections, etc.
- Provide information related to the department or detention center's policies and practices, or regulatory guidelines of a clear nature
- Reconcile Time Clock exceptions, correct time punches, coordinate over-time forms for all staff, and prepare information for principal approval as required
- Process and maintain records and activities for students and staff or programs under the supervision of education at the detention center and the regular transition between programs
- Provide clerical support for Extended School Year program
- Process and maintain records on the Student Information System (Infinite Campus) as assigned
- Manage data for district and state department reports as assigned
- Fill in/provide clerical support to other staff as needed
- Purchase supplies and assist/maintain budgets and expense reports as assigned
- Assist the team to ensure smooth operation between and among team personnel, school facilities, and detention center personnel
- Handle all correspondence, reports, including but not limited to School Improvement Plan, mailings, etc.
- Perform all duties necessary to maintain the Absence Management Employee Absence Tracking System

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Executive Director of Exceptional Student Services

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:

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.