

**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:** Substitute Secretary  
**Prepared Date:** 1/7/2019  
**Revised Date:** 9/1/2021  
**Work Year:** As Needed  
**Department:** Substitute Services  
**Reports To:** School Principal/Department Head/ Substitute Coordinator  
**Salary Range:** Hourly Salary Schedule Step 1  
**Benefits:** None  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Substitute Secretary is to perform related duties of a secretary to provide continuity in the day-to-day responsibilities during the absence of the regular employee. **Note: Substitute employees are employed on an as needed, on-call, day-to-day basis and are not guaranteed work on a regular basis. There are no benefits associated with substitute employment.**

**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
- Reliable transportation and ability to travel to various district sites as required

- 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 experience
- Previous school district experience

**SKILLS AND KNOWLEDGE:**

- Ability to understand and follow directions
- Ability to establish and maintain professional /effective working relationship with others
- Knowledge of standard office equipment, including standard keyboard typewriter, computers, and word processor
- Ability to give and receive information over the telephone rapidly and accurately, speak clearly, using pleasant and courteous telephone procedures
- Demonstrate job knowledge, is dependable and punctual, appropriate in appearance, and observe established safety standards
- Ability to be patient with a strong customer orientation towards others
- Maintain strict confidentiality in all aspects of assignment
- Knowledge of modern office methods, practices, and procedures

**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 usual office routines and practices including answering phones and intercom system, providing information and assistance for callers, taking and conveying messages, and distributing mail
- Maintain calendar, appointment schedules, etc. for the school principal/administrator
- Greet parents and visitors in a pleasant and professional manner, determine the nature of their business, and direct them to the appropriate destination
- Assist and direct students who come into the office
- Maintain documents, files, and records for the purpose of providing up-to-date reference; ensure absolute confidentiality of information, files, and records
- Type, prepare, distribute, file, and/or mail records/reports, correspondence, flyers, newsletters, and other related materials
- Maintain inventories of supplies and materials for the purpose of ensuring items' availability

- Communicate effectively with administration, faculty, staff, students, parents, visitors, and vendors
- Demonstrate cooperation and flexibility in performing other related duties as assigned by school administration.
- Understand and adhere to all school district policies and procedures. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Maintain confidentiality in all aspects of assignments

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Principal or department head

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 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

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)			<b>X</b>		
Walking (uneven surface)		<b>X</b>			
Crawling		<b>X</b>			
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				

*Pushing/Pulling Maximum weight: <b>25</b> lbs.			<b>X</b>		
Lifting Maximum weight: <b>25</b> lbs.			<b>X</b>		
Carrying Maximum weight: <b>25</b> lbs.			<b>X</b>		

**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. Daily work schedules will vary depending on student and school needs.