

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Davis Connect Lead Secretary

**Pay Table:** Support

**Pay Grade:** 9

**FLSA Status:** Non-Exempt

**Job Code:** 523

**Reports to:** Principal

### **JOB SUMMARY**

Under the direction of the Principal, the Davis Connect Lead Secretary manages the school office and provides secretarial support for faculty and administrators; is responsible for school records, accounting, financial records and purchasing.

### **ESSENTIAL JOB FUNCTIONS**

- Provides secretarial support for school administration and other school functions (i.e. handling correspondence and filing, making copies, scheduling appointments, arranging meetings and taking minutes, and performing any other assigned tasks).
- Answers and directs incoming telephone calls and takes messages for faculty, staff, and administration.
- Greets and assists parents, students, and visitors as their first point of contact.
- Supports secretaries, registrars, counselors, and administrators throughout the district who have questions about online programs.
- Prepares program information and materials to be distributed electronically and by mail.
- Maintains working relationship with Utah Students Connect to support DSD students who previously attended through the consortium (including looking up past enrollments, grades, and posting missing grades as needed).
- Sorts and distributes mail and other incoming shipments.
- Processes personnel action requests (terminations, change of hours, etc.)
- Assists administration and staff with supply and other requests; processes purchase orders and warehouse requisitions; receives and distributes supplies and equipment.
- Oversees purchase cards and transactions, oversees reconciliation and accounting of transactions.
- Processes work orders and building maintenance requests.
- Completes and submits transportation requests for field trips and activities; processes payment and accounting for transportation.
- Assists in providing appropriate first aid to students who come on-site for activities, field trips, testing, etc.

- Completes accident reports for student and employee injuries.
- Coordinates key card access and distribution of keys.
- Helps plan and prepare for events, such as staff trainings, school activities, graduation, etc.
- Maintains school calendar and coordinates school activities. Assists with the yearly calendar scheduling and the scheduling of monthly events.
- Maintains and updates the school webpage and online announcements.
- Assists with the management of testing calendar, coordination, documentation, and material preparation.
- Schedules parent-teacher conferences, coordinating on-line scheduling, sending out appointment notices, etc.
- Processes financial transactions and maintains financial records.
- Coordinates payroll records, including leave requests, extra duty pay, stipend pay, etc.
- Compiles and updates substitute teacher list; assists teachers in obtaining substitutes when needed.
- Maintains school budget, including making payments and preparing monthly reports.
- Collects and receipts monies from activities, classes, clubs, etc.
- Processes fee waivers and delayed fee payments.
- Manages student fines and fees; processes student refunds.
- Creates and processes travel claims and reimbursement requests.
- Compiles data on projected enrollment and class size, federal cards, extracurricular eligibility, etc.
- Enters and updates student and guardian information into computer.
- Maintains student records, entering information and updating as required; receives and transfers cumulative files for students transferring in and out of the school.
- Coordinates and oversees the school registration process. Contacts registered students not attending, withdraws students from classes in the Student Management System (Encore) and the Learning Management System (Canvas).
- Assists in enrolling new students throughout the school year (i.e. explaining programs, giving instructions for registration and class selection, verifying forms for accuracy and completeness, accepting fees, etc.).
- Prepares registration materials, including insurance forms, fee waivers, etc. Is responsible for preparing registration information and distributing to each student; prepares digital course catalog.
- Enters registration information into the computer and generates schedules for new students.
- Oversees student attendance (engagement in class) records. This includes running reports, contacting parents about absences, entering reasons in the computer, sending out attendance letters, and posting corrections on attendance records as needed.
- Oversees citizenship credit loss and recovery and associated fines.
- Attends District trainings and meetings; may serve on District committees.
- Following established school and district policies and procedures, and within designated parameters, may manage administrative functions in the absence of school administrators.
- May supervise and evaluate other secretarial staff.

### **MINIMUM REQUIREMENTS**

- High school graduation or equivalent education and/or experience.

- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Typing proficiency.
- Computer proficiency, including word processing and spreadsheet programs.
- Ability to operate office equipment, including a computerized cash drawer or cash register, fax machine, copier, etc.
- Basic knowledge of payroll and accounting (debits, credits, journal entries, inventory control, etc.).
- General secretarial skills.
- Ability to accept payments and prepare purchase orders.
- Ability to manage inventory and property.
- Ability to make budget recommendations and manage the budget.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*