

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Preschool Secretary, Preschool Registrar
Date Prepared or Last Modified: December 2021
Work Year: 11 Months
Department: Special Education
Reports To: Early Childhood Coordinator

SUMMARY:

Responsible for providing administrative and technical support to the Early Childhood Coordinator in the district's central administrative department. Provides administrative support; performs secretarial duties, coordinates and prepares documents, creates and maintains spreadsheets and databases using district information technology systems, coordinates with the Early Childhood Coordinator on the district Preschool programs including, but not limited to, application and enrollment process of student's district wide, monitoring FTE allocations and preschool budget, student billing and collections. The position requires daily management of highly confidential student records and provides information to the public regarding department/district policies and procedures. This position is responsible for assisting with data collection, tracking and reporting as is required to support the Colorado Preschool Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 20% Responsible for gathering required student enrollment information, overseeing the enrollment and withdrawal process,. Manage attendance tracking and reporting. Responsible for November Count. Maintain Infinite Campus "IC" student electronic records database. Set up and maintain electronic and hard copies of student cumulative files; including requesting or transmitting transcripts, attendance and other school records or legal documentation in a timely manner and preparing various reports of student data.
- W 20% Performs bookkeeping, accounting and financial functions utilizing the District financial system. Responsible for verification, validating and approving reported time in district time and labor system.
- W 20% Processes payment of invoices in the district financial or purchasing card system. Reviews purchasing card transactions, reconciles and prepares proper documents and reports for department and Finance. Utilize the District financial system for, project and department budgets, accounts and purchasing cards. Initiate invoice payments, authorize and transfer budgets.
- M 6% Coordinates with the Early Childhood Coordinator on the district Preschool programs including, but not limited to, application processing, FTE allocations, student placement, billing and collections. Responsible for contacting parents, school secretaries and administration to maintain up-to-date billing status
- D 6% Performs secretarial duties including, but not limited to: answering phone calls, screening and directing to appropriate person; answering inquiries, following through on requests, and resolving parent and staff concerns; schedules appointments, maintains calendars and filing systems; opens and distributes mail; prepares, composes, processes and distributes correspondence, documents, or other printed information to parents, department and district staff; coordinates and arranges meetings, workshops and special events; arranges rooms; orders refreshments; informs attendees; orders office supplies.
- D 8% Responsible for planning, assigning, and directing office work as delegated by administration.

- M 5% Maintains the Department 27J webpage to ensure accuracy of information displayed
- M 5% Assists the Early Childhood Coordinator with department related projects including scheduling meetings, professional development activities, data collection and organization, etc.
- W 5% Make necessary changes to student information; such as address, phone number, custodial parent, and emergency contact information, and generate reports as needed for teacher and administrative use.
- W 5% Perform other duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent, plus specialized courses in Business, office management, bookkeeping, and/or office skills.

EXPERIENCE: Two to three years' experience in an office environment. Experience with primary aged students preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires strong oral and written communication: interpersonal, relations; basic math and accounting; personal computer, keyboarding and word processing; customer service and public relations; critical thinking and problem solving; and organizational skills. English/Spanish bilingual skills may be required. Ability to maintain confidentiality in all aspects of the job; manage multiple priorities; manage multiple tasks with frequent interruptions; and diffuse and manage volatile and stressful situations. Operating knowledge of and experience with Microsoft Office including Word and Excel, and general office equipment such as email, telephones, copier, printer, laminator, fax and 10 key.

CERTIFICATES, LICENSES, & REGISTRATIONS: First Aid and CPR certifications. Must be certified to dispense medication to students within 3 month of hire. Criminal background check required for hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: Direct reports may include Health Aide, Office Registrar, and Office Paraprofessional. Responsible for planning, assigning, and directing office work as delegated by 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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is required to stand; walk; stoop, kneel, crouch, or crawl; and smell (to discern smoke in the building). The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock due to performing minor maintenance of and/or removing paper jams from copy machines. The noise level in the work environment is usually moderate. Duties include indoor and outdoor student supervision.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to coordinate, compute, compile, and negotiate.