

Job Description

Position Title	Early Childhood Family Education Secretary		
Building	Lincoln Junior High School	Department	Early Childhood Family Education
Hours	24 hours per week during the school year	Supervisor	Early Childhood Family Education Coordinator
Band and Grade	B-23	Tools and Equipment	Computer, applicable software, calculator, phone, copy machine

Primary Function	Under supervision, performs routine administrative support tasks such as answering phones, filing, typing, and copying; assists in the registration process; performs data entry of MARSS information into automated program, enters new students, drops students when they leave, and prepares data for submission to the state.
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Essential Duties	
1	Answers phone, responds to emails, answers general questions regarding the program, takes messages for staff, and distributes information about the program.
2	Manages student information database. Performs data entry including enrollment and registration information and instructor schedules. Generates lists, reports, schedules, and other documentation for reporting or mailing purposes.
3	Performs various office duties including copying, distributing, and filing materials such as letters, memos, handouts, and other materials. Prepares program mailings and School Readiness correspondence.
4	Assists in preparing various materials for classroom use, including art projects and parent education materials. Assists as needed with preparation for ECFE classes.
5	Checks supply inventory and shops for groceries and supplies. Assists in maintenance (wipes off counter tops, cleans easel, etc.). Checks in lending library materials (counts pieces).
6	Prepares ECFE/SR catalog for publication using Microsoft Office software.
7	Performs data entry into MARSS program including information such as student enrollments and withdrawals, attendance reports, schedules, report cards, and other documentation for reporting or mailing purposes and reviews for accuracy. Prepares MARSS data for submission to state by capturing MARSS files, running edits, making corrections, and sending A and B files to the district office. Enters new students I Infinite Campus and drops students in the system when they withdraw from GSL.
8	Performs cashing duties including receipting participants for fees paid, collecting fines, and depositing funds with the business office. Records all monies going through office for field trips, etc.
9	Assists in the registration process including assisting in filling out forms, requesting records, and obtaining immunization records.
10	Maintains ECFE website and Social Media pages.

11	Creates promotional material including PowerPoints, flyers, and brochures.
12	Provides technical expertise to staff to more effectively use technology.
13	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.), or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of office principles and procedures. • Knowledge of filing procedures and file maintenance. • Knowledge of business English, punctuation, grammar and spelling. • Knowledge of basic mathematical computations. • Knowledge of computers and related software applications. • Knowledge of general office equipment (copier). • Knowledge of program procedures and services as related to area of assignment.
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Skills Required	<ul style="list-style-type: none"> • Skill in using computers and related software applications. • Skill in using general office equipment (copier). • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are not.</p>
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