

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: Student Records and Reporting Secretary
Prepared Date: 8/18/2017
Revised Date: 9/1/2021
Work Year: 213 days
Department: Intervention and Support Programs
Reports To: Supervisor of Student Enrollment and Data
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 Student Records and Reporting Secretary 412 is to assist the Student Records and Reporting team and the district staff, parents, staff and organizations it serves; Receive and document incoming requests for records and information and assist in the fulfillment of these requests as appropriate, whenever possible; Work closely with complex and confidential files and ensure accuracy in working with student information; Work with Student Records and Reporting staff to complete all projects as assigned.

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
- Three (3) years of secretarial/clerical 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:

- Experience providing excellent customer service to the public.
- Experience/knowledge in handling confidential information, especially student data.
- Experience achieving work goals using a variety of computer technologies
- Due to the complexity of duties and training required for the position, a long term commitment is preferred.
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Superior telephone skills/etiquette with a strong customer orientation toward staff, students, parents, outside agencies, and the community.
- Previous experience using Windows-based computer systems, electronic mail, office productivity software, student information systems, and other computer-based tools.
- Demonstrated ability to learn new concepts, processes, procedures and computer applications quickly and thoroughly.
- Ability to work under high pressure with a multitude of ongoing tasks, last-minute deadlines and changes with minimal errors
- 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 shared systems for managing and maintaining large amounts of complex information
- 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.

- Maintain confidentiality in all aspects of this assignment.
- Greet District staff and members of the public who are visiting or contacting the Student Records and Reporting office in a polite, professional and helpful manner. Document these contacts and requests and either resolve the requests or facilitate their resolution.
- Fulfill basic student records requests and provide parents with work permits for their children, home school documents, etc.. As appropriate, provide basic enrollment information, including neighborhood school information, and guidance for enrolling new residents, obtaining parent portals, applying for school choice. Ensure that the requesters may legitimately acquire the records or data before providing it.
- Assist with department projects and operations as requested.
- Create and maintain a repository of frequently requested forms with appropriate documentation of the correct process for using them.
- Perform general office duties; cordially answer phones, take messages, process mail, operate appropriate office equipment, reports, print materials, and assist other secretaries as appropriate.
- Use computer for word processing, email, spreadsheets, information lookup and updating.
- Obtain and maintain status as a Notary Public and notarize District documents as needed.
- Perform as a team member for the office; follow up on pertinent issues; set a positive and helpful tone for the office.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Supervisor of Student Enrollment and Data

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:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.