

**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.

<b>Job Title:</b>	Educational Secretary – Middle School Principal
<b>Prepared Date:</b>	10/31/2016
<b>Revised Date:</b>	9/1/2021
<b>Work Year:</b>	177 days
<b>Department:</b>	Secondary Education
<b>Reports To:</b>	Middle School Principal
<b>Salary Range:</b>	Educational Secretary Salary Schedule – Pay Grade 511
<b>Benefits:</b>	Fringe benefits based on PESPA Negotiated Agreement
<b>Status:</b>	FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the Middle School Principal Secretary is to provide clerical support to the principal and staff; Work closely with complex and confidential files and ensures accuracy in working with school, finance, and student files; Support Middle School staff by performing clerical and technical functions related to program and grant compliance. Handle confidential information and frequent contact with all levels of District employees, parents, the general public, and other outside stakeholders.

**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

- Minimum of five (5) years of applicable experience or equivalent combination of college education and 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:**

- Previous secretarial/clerical experience in Pueblo School District 60
- Previous experience with budgets, purchase orders, etc.
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Hold a medical certification or obtain within 90 days of appointment (District Health and Wellness Office)
- Knowledge of budgets, purchase orders, work/service orders, and/or printing orders
- Knowledge of Windows-based computer systems, Infinite Campus, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to work under high pressure with a multitude of on-going tasks and last-minute deadlines and changes with minimal errors
- Knowledge of standard office practices and procedures
- 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 a system for managing and maintaining large amounts of complex information
- Superior telephone skills/etiquette with a strong customer orientation toward staff, students, parents, outside agencies, and the community.
- 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.

- Perform general office duties: keep an accurate and up to date filing system, operate appropriate office equipment, cordially answer telephone calls, make appointments take messages
- Screen incoming calls and correspondence and refer to appropriate staff for action
- Maintain confidentiality in all aspects of assignments
- Prepare, check accuracy and code all requisitions, travel expense reports, time reports, and other authorized expense requests for approval by the Principal
- Maintain all financial records for the school including receipting and deposition of all monies collected to Athletics, Student Activity, and General Fund
- Collect monies for all clubs, industrial education shops, and activities; prepare receipts and prepare bank deposits
- Keep accurate records of club accounts and industrial education shop fees; verify balance each month with District Business Services
- Responsible for duties related to clearing student athletes, verifying eligibility, and entering/updating applicable information records as needed
- Act as liaison between principal, staff, students, and parents
- Use computer for word processing, e-mail, work orders, supply requests, purchase orders, data processing requests, etc.
- Perform all duties related to yearly inventory of supplies and equipment and report changes to Central Administration; receive inventories and distribute books and supplies
- Perform all duties necessary to maintain the District employee absence tracking system
- Reconcile Time clock exceptions, correct time punches, coordinate over-time forms for all staff, and prepare information for principal approval as required
- Under the direction of the District Nurse, assist in the administering of medications to students as required
- Issue/prepare orders for club sponsors using appropriate forms
- Distribute keys to staff as the principal authorizes and maintain security of the safe
- Perform all duties related to committees, conferences, assemblies, and meetings as assigned by the Principal
- Prepare agendas, minutes, mailings, and notification for meetings
- Correct grammatical errors, punctuation, and sentence structure of draft copies and proofread final copies of all material sent from the school administrator(s)

- Copy documents, reports, etc.
- Provide clerical support to other staff as needed
- Purchase supplies and assist with budgets and expense reports as assigned
- Prepare bulletins and newsletters for staff and patrons
- Process and distribute all school and U.S. Mail
- Handle all correspondence and assist with reports, including but not limited to, School Improvement Plan, mailings, etc.
- Assist counselors with facilitating 8<sup>th</sup> grade continuum
- Prepare teacher handbook/materials for beginning of school year
- Coordinate school opening and closing procedures and reports
- Prepare student handbook, and information sheet regarding student rules and regulations, for distribution to student body
- Maintain file of all District policies and procedures
- Assist with promoting the health and safety of students

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the School 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 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

<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>50</b> lbs.			<b>X</b>		
Lifting Maximum weight: <b>50</b> lbs.			<b>X</b>		
Carrying Maximum weight: <b>50</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.