Adams12 Five Star Schools

Job Description

Revised/Updated: March 2025

Job Title:	**Secretary, K-8**	Job Code:	**1362**
Job Family:	**School Based Support**	FLSA Status:	**Non-Exempt**
Pay Program:	**Classified**	Shift Differential:	**No**
Typical Work Year:	**10 months**	Pay Range:	**G8**

SUMMARY: Responsible for providing secretarial and administrative support to the school office. Duties include entering and retrieving data using the district student system; preparing documents; screening and directing phone calls and visitors; receiving and responding to inquiries and requests; performing a variety of daily office functions; assisting with bookkeeping functions; managing lockers; providing assistance to other office staff and/or health clinic; and/or managing student-athlete fees, forms, and records. Based on the assignment, may also assist with payroll, staff attendance, and/or personnel functions and issuing building keys.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain student attendance by listening to the attendance line, contacting parents, performing data entry of absences and tardies into the student system, running attendance reports, flagging attendance concerns in the district student system, and sending attendance letters to parents. Verify that teachers have taken period attendance.	D	30%
2. Provide administrative office support by answering and screening calls, providing information, routing calls, taking messages, and making outgoing calls. Greet and direct visitors, provide information, and call students for meetings or parent pick-up. Manage visitor check-in using the sign-in procedures, including ID scanning. Prepare various documents such as memos, letters, lists, bulletins, schedules, reports, surveys, handbooks, brochures, meeting minutes, and agendas. Order refreshments. Communicate with parents via school messenger, social media, the website, and the district phone/text system. Perform daily office tasks including making announcements, answering classroom calls, monitoring/training student aides, supervising students, accepting deliveries, and managing mail, faxes, and email. Serve as a liaison for building volunteers and provide administrative support for middle school sports.	D	45%
3. Enter and/or retrieve data using the district student system. Data may include discipline, clubs, attendance, fines, fees, student information, class schedules, lockers, immunization, etc. Provide assistance to staff members with the use of the student records database.	D	14%
4. May monitor the absence management system to coordinate sub coverage for absences reported that day (checking first thing in the morning and throughout the day) and track absences. Prepare and maintain substitute folders; track attendance; and ensure subs are familiar with the building and class they are covering. Maintain supplement substitute time reports and/or professional substitute and/or class coverage forms.	D	5%
5. May assist with monitoring and ordering supplies, managing PTO bookkeeping, receiving and distributing shipments, recording daily attendance for school staff, preparing related correspondence and reports, maintaining staff personnel folders, and providing backup to the health clinic or other office staff as needed.	W	5%
6. Perform other job-related duties as assigned.	Ongoing	1%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of (3) years of computer and general office experience.
- Experience working with school-age children preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications are preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem-solving skills.
- Time management, organizational, and prioritization skills.
- Basic math and bookkeeping skills.
- Customer service and interpersonal skills
- Basic knowledge of First Aid procedures, CPR, and precautions for handling bodily fluids preferred.
- Knowledge of the District and school policies and procedures preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, District policies, and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel, Google applications, and Internet required within 1 month after hire.
- Operating knowledge of typical office equipment, such as telephones, copiers, E-mail.
- Operating knowledge of district student system required within 2 weeks after hire.
- Operating knowledge of the district's Financial, payroll, and credit/purchasing card systems may be required within 1 month after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	School Principal, Assistant Principal, or Office Manager	varies

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- May assist, direct the work of, train, address complaints, resolve problems for, and provide input into evaluations for Student Assistants and Office Aides.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May be responsible for collecting student fines and fees, preparing and placing purchase orders on computerized financial system, receiving and distributing incoming shipments, monitoring and ordering supplies and managing PTO bookkeeping.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	