

Duquesne City School District

300 Kennedy Avenue ◦ Duquesne, Pennsylvania 15110 ◦ Administrative Office Phone: 412-466-5300 ◦ Fax: 412-466-7599
Duquesne K – 8 School Office Phone: 412-466-9600 ◦ Fax: 412-469-3625

K - 8 Office Secretary

Job Description Summary

The K – 8 Office Secretary plays a vital role in supporting the District’s clerical and office support needs. Under the direction of the Building Principal or designee, the K – 8 Office Secretary will utilize interpersonal relationship skills to serve as the “face” of the school by greeting students, parents, community members and vendors and provides them with information in a friendly and welcoming manner. The K - 8 Office Secretary will be responsible for duties such as, but not limited to, scheduling appointments, answering phones, maintaining supply inventories, processing student registration forms, and providing administrative support to teachers and school officials. This position requires working collectively with all District community members and staff in a fast-past, dynamic educational environment.

Job Requirements

- Minimum of a High School Diploma or Equivalent required; Associates degree or higher preferred.
- Experience in customer service, clerical and / or secretarial services required. A minimum of two (2) year secretarial experience or equivalent preferred.
- Current Act 33 / 34, Act 114, Act 151 clearances
- Experienced and skilled with appropriate technologies (word processing, spreadsheets, presentations, e-mail, internet as a reference / research tool, desktop publishing, creation of various forms, telephone / voicemail system, etc.)
- Demonstrated experience in developing effective working relationships.
- Demonstrated experience in collaborating and communicating with internal and external groups (school administration and staff, community organizations, and parents.)
- Strong interpersonal, organizational and excellent written and verbal communication skills.
- Effective multitasking and time management skills.
- Display a courteous, professional and tactful demeanor and able to act with maturity and harmoniously with all types of individuals.
- Maintain a high level of confidentiality.
- Demonstrated ability to work under deadlines and to prioritize tasks.
- Demonstrated knowledge and application of effective secretarial principles, practices and trends.
- Demonstrated knowledge and application of communication techniques and technologies for job-related responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Able to work in an environment with frequent interruptions.
- Able to be respectful and empathetic.

Essential Responsibilities

- Support the Building Principal, Assistant Principal, all other Cabinet Leadership Team members, teachers and other staff members as necessary.
- Responsible for accepting, redirecting, taking messages for all office incoming calls.
- Responsible for greeting and signing guests in / out through the Raptor security system.
- Collecting and distributing staff mail and important District and / or school related information.
- Create and distribute monthly activities calendar school-wide.
- Retrieve and distribute monthly breakfast / lunch calendar school-wide.
- Perform the following duties to support student attendance initiatives, including but not limited to:
 - a. Administer tardy slips to students throughout the school day; deposit the Tardy Student Log in the mailbox of the Attendance Improvement Coordinator daily.
 - b. Work collaboratively and professionally with the Attendance Improvement Coordinator to maintain daily tardy student data in the Student Information System (SIS) in a timely manner. Execute and distribute daily attendance reports within an established timeframe.

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- c. Collect student absence excuses and accurately record data in the SIS daily. Maintain electronic and paper records in an orderly manner for easy reference.
- d. Maintain and distribute student change in / early dismissal information to classrooms including, but not limited to, by taking messages from parents or note(s) submitted by students, distribute messages to classrooms; work collaboratively and professionally with the Attendance Improvement Coordinator by the daily recording and maintaining of student early dismissal information within the SIS.
- Assist with District efforts to maintain SIS integrity by maintaining accurate student addresses and other important demographic information.
- As directed by the Building Principal or designee, release District-wide and / or targeted phone, email, and SMS updates regarding District activities, events, emergency closings, etc.
- As directed by the Building Principal or designee, prepare and release District-wide notices, school closings, and other similar documentation.
- Maintain and edit student / parent and staff handbooks and prepare annual distribution, as directed.
- Prepare, distribute and collect annual student information cards, such as emergency contact forms, no-photo waivers, parent / student handbook affirmations, etc. Compare and update student demographic and emergency contact information as needed and maintain and provide updates of student(s) the District is not authorized to use in digital media. Forward annual medical forms to the School Nurse.
- At the direction of the Building Principal, may assist with annual staff notification of assigned roles and the creation of necessary documents such as, but not limited to: staff listings, school schedule(s), supply lists, etc.
- At the direction of the Building Principal, manage and / or assist with preparing and distributing annual student notifications of new school year information such as, but not limited to, homeroom assignments, transit information, beginning of the year events and the District calendar.
- Assess school / office supply needs throughout the school year, research and select appropriate quality / quantity of necessary materials while adhering to a strict budget. Prepare and distribute annual "welcome back" supplies for teachers and other staff members. Maintain inventory information in designated database and fulfill staff supply requests daily.

Student Registration and Pupil Transportation Support Responsibilities

- Serve as the backup contact support relative to Student Registration (K - 8).
- Assist with state reporting requirements including open enrollment, pupil counts, etc., as needed.
- Assist the Registration Department with the maintenance of student cumulative folders, including student registration documentation components. Scan documents and transfer to appropriate areas in the Student Information System.
- Provide support to the Director of Literacy / English Learner Coordinator by maintaining accurate English Language Learner (ELL) student records within the Student Information System.
- Provide support to the Registration Department by recording all incoming and withdrawing student reports, as well as requests for transcripts, as directed and as needed.
- May communicate new students identified with special needs to the Special Education Department, as needed.
- Maintain legal custody agreements, Protection from Abuse (PFA) orders, and other confidential family documents. Notify all need-to-know staff members such as, but not limited to, student teachers, security, school nurse, student dismissal staff, School Counselor(s)/Social Worker(s), etc. Update the Student Information System accordingly, as necessary.
- Collaborate with the Registration Department and / or Pupil Transportation Department to coordinate student transportation for all children residing within the City of Duquesne.
- Collaborate with the Registration Department to facilitate proper record keeping of students who are returning from / withdrawing to a Charter or Cyber school, as needed.
- Provide clerical support to the Pupil Transportation Department, for example:
 - a. Prepare data required to plan bus routes and post route schedules.
 - b. Maintain map files.
 - c. Maintain student transportation files and data.
 - d. Prepare correspondence, memorandums, forms, requisitions, and reports for the transportation office.
 - e. Compile pertinent data to prepare various required state and local reports. Assist the Business Manager with submissions for reimbursement.
 - f. Maintain bus routes / bus stops / information, including but not limited to, cost-effective and creative assignment of students to optimize bus capacity for reimbursement for student transportation of all public and non-public schools in cooperation with the District's Transportation Contractor and Business Manager to maximize state reimbursement.

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- g. Communicate in a collaborative manner with other school personnel to ensure compliance with policies and / or state regulations.
 - h. Communicate with parents / guardians and appropriate staff concerning student's transportation information.
 - i. Organize student field trips and other District provided student transportation such as, but not limited to, special events.
 - j. Maintain physical and computerized departmental files on transportation issues, including bus incident reports, trip forms, and accident / injury reports.
 - k. Keep up-to-date files for all department employees including driver certification, licensing, and physical exam records.
 - l. Maintain bus rider assignment records and appropriate student records as needed.
 - m. Notify drivers, parents, and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.
- May support the Homeless Liaison by constructing individual mileage reimbursement contracts and / or obtaining public bus passes as directed.

Additional Responsibilities

- Maintain a clean and welcoming office environment.
- Maintain the South Fourth Street lobby entrance and other bulletin board spaces, as assigned, to ensure that relevant and required material is visible to community stakeholders.
- Perform general office duties, including but not limited to, telephone, e-mail, and / or intercom message system; collecting and distributing mail; typical receptionist duties; preparation and / or editing of correspondence and / or reports; scheduling; general filing; photocopying; document scanning; and monthly reports.
- Maintain confidentiality concerning District and school population information.
- Develop professional relationships with outside agencies and programs.
- Participate in the business and professional activities of the faculty.
- Maintain personal professional growth by taking part in staff development.
- Communicate in a collaborative manner with other school personnel to ensure compliance with policies and / or state regulations. Interpret the policies of the District to parents and other patrons as needed.
- Execute the Board and Administrative policies concerning confidentiality and other relevant policies and procedures. Follow the chain of command.
- Create and maintain relevant data in parent / new student "Welcome" folders. Disburse to new families who enroll after the school year begins and throughout the school year.
- May be asked to supervise student office helpers during school hours.
- Show initiative and work with minimal supervision.
- Recognize areas of concern and propose or recommend appropriate solutions to problems.
- Acquire the skill(s) required to operate new and existing software and hardware.
- Perform other duties as assigned periodically by the Building Principal, Superintendent, or Designee.
- All other duties as assigned.

Reporting

Reports directly to the Building Principal

Terms of Employment

Salary, work schedule, evaluation and other conditions of employment are in accordance with the current Duquesne Education Support Professionals Association (DESPA) Collective Bargaining Unit.

Physical Demands

This position requires frequent standing and / or sitting, and the ability to maneuver around a multi-level facility. Employee will be required to operate various computer / technical systems for data entry and to demonstrate technological aspects of this

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position as described above. This position requires moderate physical effort and is subject to Occupational Health and Safety risks. Other physical demands of this position include:

- Lifting, carrying, pushing, pulling up to 30 pounds.
- Kneeling, crouching, bending, and reaching to retrieve and handle teaching materials and supplies.
- Manual hand / finger dexterity.
- Speak clearly and distinctly when communicating.
- Hear clearly.
- Adequate vision to perform duties.

Work Environment

Employees of the Duquesne City School District engage in the important and fulfilling enterprise of educating students in the city of Duquesne. Employees must believe in, value and be committed to the educability of all; must promote the school district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position. A sample of specific elements associated with the work environment of this position includes:

- Moderate to frequent traversing through a multi-level facility.
- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Frequently required to work at a fast pace.
- Comfort with ambiguity.
- Requires considerable concentration and creativity.
- Able to adjust daily work plans and work hours to be highly responsive to school needs.
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load, but must be able to maintain work / life balance amidst intense work demands.

ADA

The Duquesne City School District will make reasonable accommodation in compliance with the American with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Additional Information

The Duquesne City School District (DCSD) does not discriminate on the basis of race, color, national origin, sex, sexual orientation, physical / mental disability or age in its programs, activities, career and technical education programs or employment and provides equal access to all designated youth groups. It is the policy of the Duquesne City School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact: DCSD Administration and Business Office, 300 Kennedy Avenue, Duquesne, PA 15110 or 412-466-5300.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. This job description is subject to change as determined by the Superintendent of Schools.

K - 8 Office Secretary:

Signature

Date