Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Secretary to Childcare Center**

Qualifications: Must be able to pass a background check and Joshua's List
Must have valid ID. This is a safety sensitive position as it includes direct childcare. (subject to drug testing)

Credentials: None

Education: High school diploma or GED

Training or Experience Required: 1 year of secretarial experience preferred. Minimum of 1 year in childcare classroom experience preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries; includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English. May compose correspondence when needed for Directors. Has working knowledge of online applications to include but not limited to: Office 365, Microsoft WORD/Forms/Outlook/Excel and online website navigation.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including digital records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Must be able to read and understand simple instructions.

Business Machines: Has the ability to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Can operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, use more complicated software programs consisting of word processing, spreadsheets, and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofread work of others concerning spelling and grammatical structure.

Typing Skills: Proficient skills in typing/word processing.

Site: Moore Public Schools Child Development Center

Reports To: Family and Community Support Specialist

Job Goal (Purpose of Position): Performs skilled level secretarial duties under limited supervision to assist the Directors in the efficient functioning of the school. Works with parents, children, faculty, and other schools and departments as well as community stake holders. Is responsible for assisting the Directors with all clerical and minor administrative details so he/she can work more efficiently and effectively.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone, email or in-person with the public to determine actual information needed.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires the following of safety guidelines and policies to reduce accidents, injury or further illnesses to children. It requires following school dress standards, proper attendance or leave policies, and a strong work ethic. Creativity, initiative, and effective problem solving are important to the success of the position. Must maintain a positive attitude and be cooperative toward parents, other employees, students, and community stakeholders

Essential Job Functions (not limited to):

1. Will be entrusted with confidential information and understand the importance of keeping all confidential information private. Including but not limited to PII, HIPPA and other intellectual properties.
2. Help create a welcoming environment for all children and families.
3. Assists with inventory and purchasing of supplies.
4. Handles appointments and schedules of Directors.

5. Assists with taking temperatures, care of minor injuries, medications, calling parents for ill/injured children and other reports/records.

6. Receives visitors, handles telephone calls, and aids in technical information concerning policies, procedures, and other details. Takes and delivers messages. Assists in opening and distributing mail.
7. Organizes and maintains various files including student/employee files.
8. Operates modern office equipment and must have knowledge of both word processing, spreadsheet software applications and online website usage as required.
9. Prepares school-related information for parents, children and faculty.
10. Assists teachers with removal and supervision of children in the office.
11. Other duties as assigned.

Physical/Mental Requirements and Working Conditions:

Must be able to communicate on the computer, walkie and telephone.

The job requires you to be able to prioritize the work. Must have self-discipline when it comes to staying on task.

Must be able to push, pull lift up to 50lbs.

TERMS OF EMPLOYMENT: Hours equivalent to 182 days (1456 hours) or
Hours equivalent to 261 days (2088 hours)
Schedule determined by Family and Community Support Specialist

SALARY: Child Development scale, Category B

EVALUATION: Performance of this job will be evaluated in accordance with DHS policy to maintain 5-star standards.

Approved 03/10/2025