



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **School Secretary (Elementary)**

Job Family: **School Clerical**

Prepared/Revised Date: **January 28, 2025**

FLSA Status: **Non-Exempt**

Pay Range: **SC15H**

Job Code: **506H7**

SUMMARY: Responsible for performing secretarial and administrative duties for an elementary school administrator, office, or program, including implementing school and attendance safety protocols, attending to calls and visitors, producing correspondence, entering data, supporting the health tech with student health care, maintaining records and files, registering new students, and using inclusive and culturally sustaining practices to ensure all community members feel welcome in our schools.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Serve as the first point of contact for parents, visitors, and volunteers, ensuring adherence to building safety protocols and inclusive, culturally responsive practices to build positive relationships. Manage visitor/volunteer check-ins with our security software. Support dismissal processes to ensure student safety.
2. Oversee daily student attendance using the student information system, email, and phone records. Implement attendance safety protocols, including direct parent/guardian contact for unreported absences, and support the development and execution of truancy/attendance plans.
3. Lead student enrollment and withdrawal processes, ensuring compliance with district policies and state regulations. Counsel families on educational opportunities, support them through online registration and school of choice applications, and facilitate smooth transitions for incoming and outgoing students.
4. Maintain accurate and up-to-date student records in the student information system, including personal, demographic, and health data. Generate reports, build and maintain teacher's schedules in the student data management system. Ensure proper student placements, including connections and supports for specialized services such as English Language Development, Individualized Education Plans, McKinney-Vento, etc.
5. Provide first aid and administer medications following district and state guidelines. Support students with behavioral health needs and actively participate as a member of the school crisis response team.
6. Maintain student cumulative records, transcripts, and permanent files in compliance with FERPA and other legal requirements. Facilitate the transfer of records between schools, ensure accurate grade processing, and support families with academic history entries. Intake legal documents following district protocols including court orders and custody agreements as needed.



7. Create, format, and distribute newsletters, memos, forms, and other school communications. Assist in the implementation of robocalls, mailings, and other outreach efforts to engage the school community.
8. Schedule meetings, appointments, and building use while managing mail distribution and processing mass mailings. Ensure efficient coordination of logistical and operational needs for the school.
9. Accurately report October Count data and monitor student numbers to support student-based budgeting processes, ensuring compliance with district and state guidelines.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent required; associate degree or college coursework preferred
- Two to three years of related experience preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Successful completion of First Aid and CPR, and Administering Medication in a School Setting (if not currently certified, successful completion must be done at earliest convenience after hire)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Strong personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability and willingness to continue training and updating practices and procedures as these develop
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals and media equipment
- Operating knowledge of and experience with office software
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, FrontPage and/or other school software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	School Administration	
Direct reports:	This job has no direct supervisory responsibilities.	

- May be responsible for training and/or guiding the work of student aides

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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 to finger, handle or feed				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			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up 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			
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)	
Color vision (ability to identify and distinguish colors)	



VISION DEMANDS:	Required
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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