



ICSD Human Resource Services

Classified Employee Job Description

Department: Elementary Schools

Date Prepared: 07/19/2021 **Updated:** 3/2024

Job Title: Part Time Elementary Secretary

Classification (FLSA Status): Non Exempt

Lane/Salary Grade: Grade 5

Location: Assigned School

General Function:

Under general supervision of the school principal, performs secretarial work in a public school setting. Responsibilities include, but not limited to, varied office clerical tasks, contact with students, parents, and others, and exercising considerable independence and judgment in performing their tasks.

Organizational Structure:

Job Title: Elementary School Secretary

Supervisor's Title: Building Administration

Jobs Reporting to this Title: None

Summary and Overall Objective:

Under general supervision of the school principal, performs secretarial work in a public school setting

Essential Functions Duties and Responsibilities: may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

- Answers and screens telephone calls to provide information, take messages, or transfer calls.
- Greets visitors and directs visitors to appropriate areas or persons.
- Maintains a school calendar of school events.
- Provides assistance to the PTA and student council.
- Reads and routes incoming mail.

- Locates and attaches appropriate files to correspondence when needed.
- Reviews and updates office procedures, while providing training for other office staff as needed.
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
- Designs and organizes filing systems; acts as custodian of records.
- Assists students, as necessary, with emergency, medical, hygienic, and illness issues by reviewing and following medical record information, administering minor first aid, and contacting parents or professional medical personnel.
- Maintains and prepares information needed for budget purposes.
- Monitors, arranges and records travel schedules and reservations; arranging complex and detailed travel plans and itineraries, compiles documents for travel-related meetings.
- Orders and maintains supplies, and arranges for equipment maintenance.
- Performs minor maintenance and repair of office machines and copiers.
- In the absence of the principal, under his/her administrative direction, monitors school programs and activities.
- Obtains student information by calling other schools, professional agencies, and parents.
- Talks with a student encountering a problem and resolves the problem or directs the student to another staff member.
- Studies new regulations and applies them in preparing reports and maintaining records.
- Creates and maintains database and spreadsheet files.
- Updates computer data files with a wide variety of student information.
- Assists with collection and maintenance of student attendance records and reports; updates attendance data; confers with parents, administrators, and teachers about attendance issues.
- Assists in the preparation, consolidation, submission and maintenance of employee time and attendance records.
- Assists with monitoring and updating substitute teacher databases, ensuring proper documentation of absence information.
- Assists with compiling and filing student grade reports and other school records.
- Assists in composing or transcribing from rough draft correspondence, bulletins, memorandums, and other material.
- Assists with the maintenance of records and reports for school statistical minority information in accordance with applicable State and Federal laws.

Competencies (Knowledge, skills, abilities):

- Ability to establish and maintain effective working relationships with co-workers, school staff, and students.
- Ability to remain calm, patient and focused on your job during meal time in a fast paced environment
- Ability to be respectful and kind when greeting students each day.
- Ability to assist children as necessary.
- Ability to read, write, and communicate effectively in English at a level required for successful job performance.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to work with applicable mathematical concepts.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to perform mathematical operations using units of American money.
- Ability to apply common sense understanding to carry out essential duties of this position.
- Ability to carry out instructions furnished in written, oral, or diagram form.

- Ability to troubleshoot and solve problems involving concrete variable situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

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 education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required.

Required Education and Experience:

- High school diploma or general education degree (GED);

Preferred Education and Experience:

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Job Related Experience:

Required Licenses and Certifications:

This position does not require any certificates or licenses.

Character

- Iron County School District expects all employees to practice high standards of moral and ethical conduct which are consistent with the values taught in our schools.
- All employees are expected to be law abiding, ethical and honest; and demonstrate respect for the dignity of all students, colleagues, parents and members of the community.
- All employees are expected to adhere to all district policies while employed.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
- The employee is occasionally exposed to risk of electrical shock and vibration.
- The noise level in the work environment is usually moderate.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- The employee frequently is required to sit.

- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move items up to 10 pounds and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision.

Machines, Tools, Equipment Used:

- Computer Computer programs: Excel, Word,
- FAX machine
- Adding machine
- Telephone
- Copy Machine

Possible Hazards:

- Contact with dissatisfied individuals

Expected Work Hours:

- 3 hrs per day
- During regular school hours
- 185 Days

Travel Requirements:

- Some local travel may be required
- Personal transportation to and from work is required

Terms of Employment:

Job Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Educational Support Professional.

This will be considered an "at will" position. For further information regarding "at will" employment, refer to Iron County School District Policy 626 Hiring Procedures.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Iron County School District is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, religion, or otherwise as may be prohibited by federal and state law.

Approved by _____ Date: _____

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description

and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Reviewed and agreed by: _____ **Date:** _____
(Employee)