

Auburn-Washburn USD #437 Job Description

Title: ~~Washburn Rural Alternative~~ High School ~~Alternative Education~~ Secretary

Qualifications:

- High school graduate or equivalent
- Demonstrate typing and word processing skills on district level battery
- Knowledge of basic office procedures and the operation of office equipment, machines and computers
- Such alternatives to the above qualifications as are determined to be appropriate and acceptable

Reports To: Washburn Rural Alternative Principal

Summary: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on education can be realized.

Essential Functions:

- Greet all visitors and determine their needs.
- Perform the usual office routines and practices associated with a productive and smoothly-run office.
- Answer telephone, offer assistance and record or refer messages to the Principal, Counselor, or Teacher.
- Type all correspondence and documents as requested by the Principal.
- Train and supervise student aides. Maintain student aide attendance information.
- Input and maintain all discipline referrals into students file.
- Purchasing all supplies for the fiscal year.
- Maintain and mail all records all as required.
- File all medical notes pertaining to absences in student attendance folders and record in Infinite Campus.
- Call students/guardians for each teacher and schedule Parent / Teacher Conference each semester.
- Keep a calendar / schedule for teacher's plan meeting each day with students, parents or other teachers.
- Gather all items for graduation and end of the year presentations.
- Assist Attendance Secretary by maintaining student attendance each day.
- Mailing out attendance letters to parent/guardian concerning 75% and 100% of attendance issued by teachers.
- Comply with safety procedures to reduce the potential for personal injury or damage to district equipment.
- Knowledge and execution of principles and processes for providing customer services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

- Perform other duties as assigned.
- Regular, in person, attendance and punctuality are required.

Physical Requirements:

- Reaching: Extending hand(s) in any direction.
- Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Ability to receive detailed information through oral communication.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves sitting most of the time.
- Visual Acuity-Work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal extensive reading, and operation of machines, at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions.

Term of Employment: 10.5 months

Salary RANGE: Secretary II Salary information is available from the Executive Director of Human Resources.

Evaluation: Performance of this job will be evaluated annually by the Washburn Rural Alternative High School Principal.

Board Approved: 7/4/2012