



Independent School District 518
Worthington, MN 56187
JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Class II Secretary	Department: Secretary
Immediate Supervisor's Position Title: Building Principal or Department Director	FLSA Status: Non-Exempt
Job Summary: Under the direct supervision of the principal or other administrator to provide clerical, secretarial, and administrative assistance to school administrators at a school site or department, conveying information regarding school functions and procedures; and supporting the broad array of services provided to students, parents, instructional and support employees.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Prepares, copies and distributes notices, memoranda or other correspondence for the purpose of informing school employees regarding activities, events or other work-related matters. • Assists in planning and scheduling school events and activities, and maintaining the calendar of school and students events for the purpose of coordinating and scheduling events such as orientation, open house, field trips, sporting events, assemblies, conferences, etc. • Assists in maintaining documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance. • Prepare purchase orders for the purpose of submitting to the school district's accounting/finance office. • Assists in maintaining inventories of supplies and materials for the purpose of ensuring items' availability. • Assist visitors to the office, including students, parents, substitutes teachers, and others. • Answers telephone calls, and provides information and assistance to callers. • Distribute incoming mail appropriately; sends outgoing mail. • Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution. • Responds to inquiries from students, parents and employees, providing information, facilitating communication among parties and/or providing direction.
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SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:		
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma	
X	High school diploma or GED.	Major field of study or degree emphasis:

	1 year college		2 years college	
	3 years college		4 years college	
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: ▪ Knowledge of general office procedures and practices. ▪ Knowledge of office etiquette and customer relation procedures and routines. ▪ District and building level administrative policies and procedures. ▪ Knowledge of school district organization and specialized office functions within the department/program/office of assignment. ▪ Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. ▪ Familiarity with general office productivity software (i.e. word processing, spreadsheet, access, presentational software, email programs, etc.) ▪ General office equipment, e.g., copiers, facsimiles and phones. ▪ Knowledge of computer operation, informational systems and specialized programs used in recording and maintaining district, student or financial information and records.
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training: No previous experience required	
LICENSE/ CERTIFICATION	Identify licenses/certifications required upon hiring: None

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: ▪ Ability to describe problems and work orally or in writing to supervisor as required. ▪ Ability to establish and maintain cooperative working relationships with others contacted in the course of work. ▪ Ability to carry out instructions furnished in written or oral form.
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	▪ Ability to add, subtract, multiply and divide, and perform arithmetic operations. ▪ Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint, the Internet, Outlook, electronic mail). ▪ Ability to problem solve job-related issues. ▪ Ability to work with a diverse group of individuals. ▪ Ability to process paperwork accurately according to standardized procedures. ▪ Ability to maintain confidentiality of information regarding students, employees and others. ▪ Organizational and time management skills. ▪ Knowledge of office management procedures.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0-10

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work:

Works in standard office and school building environments. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.