

Red Wing Public Schools Position Description

Alternative School Secretary

General Information

Department:	Building Administration and Support
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Alternative School Principal
Grade Placement:	10
FLSA Status:	Non-Exempt

Position Summary

The Alternative School Secretary is responsible for providing clerical and secretarial support to the Alternative School Principal and staff by performing such duties as providing general receptionist and customer support services to student, parents and public; setting up staff and student schedules; maintaining and updating student attendance records; assisting in the tracking and monitoring of building budgets; maintaining student records and files; and other duties, as assigned.

Essential Duties and Responsibilities

1.	<p>Provides customer service, receptionist and general office support duties.</p> <ul style="list-style-type: none"> a) Greets and provides information to visitors, parents, students and staff regarding their general questions and directs persons to appropriate parties, as necessary. b) Performs general office duties such as preparing correspondence, answering phones, maintaining files and records. c) Sets up initial intake interviews with prospective students and parents. d) Answers and relays phone calls to appropriate staff and/or takes messages.
2.	<p>Sets up staff and student schedules and records student grades into computer program to generate transcripts and official grades.</p> <ul style="list-style-type: none"> a) Assists in preparing staff block schedules. b) Assigns students to their classes. c) Records student grades in their official record and transcripts.
3.	<p>Gathers and records daily/weekly/monthly attendance. Records all attendance data on students for the purpose of acquiring funding for each student. Records all personal growth hours for each student for the purpose of awarding grades for personal growth.</p>
4.	<p>Communicates and collaborates with the MARSS Coordinator concerning the input, correction and entering of MARSS data for alternative school students.</p>

5.	<p>Assists the Alternative School Principal in the tracking and monitoring of various building issues to include:</p> <ul style="list-style-type: none"> a) Tracking and monitoring ALC budgets and expenditures. b) Communicates with the principal regarding issues, concerns or situations that may have occurred in their absence. c) Communicates and shares information between the principal, staff, parents, and visitors. d) Assists in recording building expenditures on budgets/grants.
6.	Assists in coordinating student assessment and testing activities within the school.
7.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: High school diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not Applicable

Required Work Experience: Minimum of 1 year of secretarial or clerical experience

Licenses / Certifications Required: None

Essential Knowledge Required to Perform the Essential Functions of the Position

- General office procedures and practices.
- Office etiquette and customer service procedures and routines, and office equipment.
- Student recordkeeping processes and operations including specialized district software for registration, grade reporting, class scheduling, building financial records, scheduling, and other student/district information.
- Fundamentals of computer operation and use.
- Familiarity with general office productivity software (i.e. word processing, spreadsheet, internet browsers, email programs, etc.).
- Building policies and procedures impacting administrative operational requirements.
- Fundamentals of bookkeeping and budget monitoring activities.

Essential Skills Required to Perform the Work

- Applying and using word processing applications, spreadsheet applications and specialized database applications.
- Oral and written communication.
- Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Carrying out administrative support functions requiring attention to detail, precision and accuracy.
- Fundamentals of business grammar and basic business math.
- Implementing and maintaining a variety of student/staff/financial databases for the building.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments for self and other office staff. Time management skills.
- Performing work assignments requiring attention to detail, precision and accuracy.
- Providing confidential and secretarial support to the building administrator in the preparation of correspondence, letters, parent notifications or other correspondence.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks associated with performing the work.

Classification History and Approval

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