

Red Wing Public Schools Position Description

Assistant School Secretary

General Information

Department:	Building Administration and Support
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Building Principal
Grade Placement:	8
FLSA Status:	Non-Exempt

Position Summary

Under the direction of the Building Principal, the Assistant School Secretary is responsible for providing receptionist duties for the building's main office and for providing general clerical support for the school office and the Principal Secretary. Duties associated with the work include screening and monitoring the public and visitors coming into the building for security; providing receptionist services by answering inquiries and directing visitors/callers to appropriate parties within the building; providing clerical support; and assistance in maintaining building files and records.

Essential Duties and Responsibilities

1.	Provides customer service and receptionist duties for the main school office. a) Greets and provides information to visitors, parents, students, substitutes and staff regarding their general questions and directs persons to appropriate parties, as necessary. b) Answers the phones and/or switchboard providing general information and assistance to callers, taking messages, and/or directing callers to appropriate parties. c) Operates the security door to the building and admits visitors in accordance with procedures. d) Monitors the coming and going of students through the security door.
2.	Assists and works with the Principal Secretary in providing information, keys, and security badges to substitute staff coming to the building. Provides rosters, lesson plans and/or general assistance and information requested of substitutes.
3.	Sells parking permits to students. Maintains and updates database and necessary records.
4.	Processes credit card and cash payments for deposits and collects monies from various groups or individuals for deposit.

5.	Receives, sorts and processes building mail. Trains student workers in delivering mail to mailboxes. Distributes information to staff and parents via email, websites, and/or social media, as directed.
6.	<p>Provides a variety of clerical and general office support functions and activities, as directed, to include such representative activities as:</p> <ul style="list-style-type: none"> a) Distributes student schedules; locker information, photo IDs, picture packets, registration packets and testing materials, as requested. b) Sorts and organizes testing materials for distribution. Assists staff in major clerical/office projects, as needed. c) Processes necessary paperwork and maintains databases pertaining to student disciplinary records. d) Locates, assembles and provides information requested of building administrators, counselors or individual building staff. e) Prepares and processes purchase orders for staff, as requested.
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, clerical or customer service / support experience

Licenses / Certifications Required: None

Essential Knowledge Required to Perform the Essential Functions of the Position

- Fundamentals of general office procedures and practices of the district and building.
- Office etiquette and customer service procedures and routines.
- Specialized district software and applications used in updating, recording or entering student records or building information (e.g. disciplinary records, parking permit records, purchase orders, etc.).
- Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
- Basic fundamentals of computer operation and use.
- General knowledge and use of such equipment as intercom system operation, duplicating equipment, fax machines, postage machines, computer applications for data entry or file/record maintenance, calculators and other general office equipment
- Familiarity with general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.).

Essential Skills Required to Perform the Work

- Applying and using word processing applications, spreadsheet applications and specialized database applications.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district employees, students and the public.
- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry.
- Performing duties and tasks that require considerable attention to detail, precision and accuracy in recording, entering, tracking or monitoring district record maintenance activities.
- Ability to learn and apply building office routines and office procedures.
- Ability to learn and operate building level and/or district custom applications and district software used in maintaining office records, files, lists, student data, etc.
- Operating and using general office requirement including, copies, fax machines, duplicating equipment, internet, telecommunications equipment and voice mail.
- Ability to learn and acquire skills and knowledge of other positions within area of assignment.

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 frequently and/or negligible amount 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 a typical school office setting where there are minimal environmental hazards and risks associated with the performance of assigned duties and tasks.

Classification History and Approval

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