

Red Wing Public Schools Position Description

RWHS Student Services Secretary

General Information

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

Position Summary

The RWHS Student Services Secretary is responsible for general and administrative support, processing discipline records, process attendance records, and completing a variety of administrative tasks.

Essential Duties and Responsibilities

1.	<p>Provides general office and administrative support for the Assistant Principal and others in the office.</p> <ul style="list-style-type: none"> a) Makes appointments and schedules meetings as directed. b) Prepares correspondence, letters, memos, and other documents.
2.	<p>Processes discipline records and related communications within the building.</p> <ul style="list-style-type: none"> a) Enters disciplinary records into the student management system. b) Extracts and summarizes discipline data. c) Contacts parents to set up meetings. d) Prepares discipline-related correspondence for students, parents, and staff members. e) Enters data into state reporting systems.
3.	<p>Processes student attendance records and related communications within the building.</p> <ul style="list-style-type: none"> a) Releases and admits student to classes and assures attendance record is updated and accurate. b) Monitors attendance lines and documents student absences c) Enters, tracks and records all excused and non-excused absences in District system. d) Tracks and monitors student attendance each hour and maintains attendance records. e) Contacts parents to verify absence and location of students. f) Extracts and summarizes attendance data. g) Completes truancy letters.
4.	<p>Completes a variety of administrative tasks that may or may not include:</p>

	<ul style="list-style-type: none"> a) Completes and processes purchase orders. b) Matches deliveries, packing slips, and purchase orders. c) Coordinates the distribution of parking passes. d) Updates building newsletters. e) Assigns lockers and processes maintenance requests. f) Coordinates communication and data for targeted services programming.
5.	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.
- Office etiquette and customer service procedures and routines.
- Specialized district software and applications used in updating, recording or entering student records, attendance, or other district information.
- 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 business productivity software such as word processing, spreadsheet, and email programs.

Essential Skills Required to Perform the Work

- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district employees, students, parents, and the public.
- Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility
- 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 student information or district record maintenance activities.
- Ability to learn and apply building office routines and office procedures.
- Ability to learn and operate 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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