

Red Wing Public Schools Position Description

Colvill Family Center Secretary

General Information

Department:	Community Education and Recreation
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Early Childhood Coordinator
Grade Placement:	10
FLSA Status:	Non-Exempt

Position Summary

The Colvill Family Center Secretary is responsible for performing administrative support to the building administrator, teaching staff, support staff and parents.

Essential Duties and Responsibilities

1.	Performs customer service and receptionist duties: <ul style="list-style-type: none"> a) Greets and provides information to incoming visitors, parents, students and staff regarding general questions and directs persons to the appropriate party as necessary. b) Screens and assists parents, students, and visitors coming to the director’s office and to the building. c) Answers telephone, provides information, takes and dispatches messages to appropriate staff. d) Troubleshoots problems and answers all questions of parents and staff. e) Assists families with new special education and other preschool children entering the district.
2.	Provides general office support: <ul style="list-style-type: none"> a) Provides secretarial support to the director including memos, letters, spreadsheets, etc. b) Sets up appointments, schedules and building calendars as directed.
3.	Provides the first line of security and crisis intervention for the building, including allowing or prohibiting entrance of visitors and scanning all visitor licenses through the district security system.
4.	Prepares and composes letters, memos, reports, program informational flyers, newsletters, and registration materials for all programs at the pre-school level for internal, district and state purposes.
5.	Maintains registrations, attendance tuition and reports. Collects tuition, registration and other fees; prepares and records deposits; registers all students for preschool, Early Childhood Special Education (ECSE) and Early Childhood Family Education (ECFE).
6.	Performs budgetary and purchasing procedures in conformance with established guidelines and specific instructions.
7.	Reviews and verifies all time sheets prior to sending timesheets to finance for payroll processing.

8.	Compiles, assembles, verifies, and processes various state reports including ECSE Attendance and ECSE state reporting.
9.	Maintains all special education records including auditing files for ECSE staff.
10.	Verifies all ECSE attendance has been correctly compiled by teaching staff and works with the MARSS coordinator to ensure that all attendance is accurately reported to the state.
11.	Provides building coverage during school closures.
12.	Handles a variety of other technical and administrative duties for all Colvill programs: <ul style="list-style-type: none"> a) Updates and processes all student and census data on the student management system. b) Processes student record requests to new schools. c) Assists with scheduling of bussing for all special educationa and other preschool children. d) Assists with the scheduling of preschool screenings and records screening data into the student management system. e) Updates substitute teacher folders, crisis and building manuals. f) Locates and replaces absent staff when needed.
13.	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 3 years of secretarial or clerical experience
Licenses / Certifications Required:	None

Essential Knowledge Required to Perform the Essential Functions of the Position

- General office practices, procedures, equipment, business grammar and math.
- Knowledge of district and building policies, procedures, and operational routines to assigned areas of responsibility.
- Computer programs, including word processing, spreadsheets, email, and specialized school programs.
- Office etiquette and customer service procedures and knowledge of office equipment.
- Time management skills.
- Department administrative procedures, routines and practices
- MARSS coding and maintenance activities.
- Knowledge of bookkeeping terminology, methods and procedures.
- Knowledge of computer operation and use.
- Student record keeping processes and operations including specialized district software for registration, student data and census information, financial records, etc.

Essential Skills Required to Perform the Work

- Applying and using word processing applications, spreadsheet applications and specialized database applications.
- Ability to accurately handle monetary transactions and maintain accurate tuition records.
- Applying department and/or building specific procedures, policies, operational routines, pertaining to assigned areas of responsibility.
- Fundamentals of business grammar and basic business math.
- Coordinating, planning, and making arrangements for various special events, projects, etc.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- 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 providing and dealing with the staff, public and district personnel.
- Carrying out administrative support functions requiring attention to detail, precision, accuracy and confidentiality.
- Ability to use current computer programs and learn new programs quickly.
- Ability to multi-task in an active environment.
- Performing job assignments under limited direction and supervisory oversight.
- Learning and performing general bookkeeping practices and activities in accordance with standardized routines and practices of the district (e.g. purchase orders, invoicing, handling/recording of money transactions/deposits, etc.
- Prioritizing job assignments and 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 Light Work: Exerting up to 25 pounds of force occasionally 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/district 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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