

# Red Wing Public Schools Position Description

## District Office Secretary

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### General Information

Department:	District Administration and Support
Unit:	Non-Classified
Immediate Supervisor:	Superintendent
Grade Placement:	8
FLSA Status:	Non-Exempt

### Position Summary

The District Office Secretary is responsible for providing receptionist duties for the main district office; screening and monitoring the public and visitors coming into the building for security; answering inquiries and directing visitors/callers to appropriate parties within administration; providing clerical support to district administrators; and for providing assistance in maintaining district files and records (e.g. census information, student enrollment, etc.); and other duties as assigned.

### Essential Duties and Responsibilities

1.	<p>Provides customer service, receptionist and general office support duties for the District Office and its administrators.</p> <ul style="list-style-type: none"> <li>a) Greets and provides information to visitors, parents, students and staff regarding their general questions and directs persons to appropriate parties, as necessary.</li> <li>b) Performs general office duties such as preparing correspondence, answering phones, maintaining files and records, and sorting incoming mail.</li> <li>c) Screens and assists visitors coming into the District Office assure security and no alerts are present on the visitor and provides visitor passes.</li> <li>d) Answers and relays phone calls to appropriate staff and/or takes messages.</li> </ul>
2.	<p>Supports district election functions including communicating with the elected Board Clerk and coordinating candidate filing, absentee processes, legal publications/notices, and contacts with election judges and polling places.</p>
3.	<p>Enters student/parent census information into the student management system for all new enrollees in Red Wing Schools.</p> <ul style="list-style-type: none"> <li>a) Answers any questions that students or parents may have or refer them to others in the district regarding enrollment issues/questions.</li> <li>b) Requests student records for former school district and forwards records to the school that the student will be attending.</li> <li>c) Enters student information into the busing system to assure they are eligible for busing services. Enters all kindergarten students into the busing program.</li> </ul>

4.	Provides secretarial support to the Superintendent, Director of Teaching & Learning and Business Manager. Prepares purchase orders and/or orders books and materials online. Checks orders for accuracy upon delivery. Stamps, number books and sends books/materials to appropriate teacher(s).
5.	Maintains various transportation records, files, and/or records. <ul style="list-style-type: none"> <li>a) Maintains and updates records of employees certified to drive students in accordance with requirements.</li> <li>b) Makes schedules for students with IEP's that cannot ride the bus. Schedules pick-up and drop-off times for students. Notifies van drivers of any changes in schedules.</li> <li>c) Maintains the transportation notebook and schedule of employees utilizing the district van for field trips, out-of-town classes, etc. Distributes gas cards and keeps the keys for district vehicles.</li> <li>d) Schedules vans for Kid's Junction and Community Education classes and/or events.</li> </ul>
6.	Maintains the Superintendent's calendar, Schools Board calendar, and schedules appointments and rooms.
7.	Prepares, assembles and distributes Board packets; posts upcoming meetings, and prepares meeting minutes.
8.	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 or district information (e.g. census; student enrollment, purchase orders, etc.).
- General record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
- Computer operation and use.
- 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 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 Light Work: Exerting up to 25 pounds of force occasionally, and/or 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
<b>Physical Activities</b>				
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			
<b>Lifting / Forcing Exerted</b>				
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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