

SUPPORT STAFF POSITIONS
Job Description: District Administrative Secretary
Non-Exempt

TITLE: District Administrative Secretary

DEFINITION: Under general supervision, the employee will perform responsible and varied clerical and payroll work functions; and other related work as required.

QUALIFICATIONS:

1. High school graduate or equivalent
2. Strong organizational skills
3. Clerical skills
4. Computer literate
5. Payroll background
6. Strong receptionist skills
5. Skill in working with people
6. Such other qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent and Accounting/Risk Manager

DUTIES:

1. Operate a multi-line telephone system receiving incoming calls and making proper connections.
2. Answer routine inquiries from the general public and assist them by providing directions to offices and persons from whom they may receive assistance.
3. Perform duties as a district personnel coordinator; including but not limited to the following:
 - Advertise for vacancies (including newspapers, web sites, etc.)
 - Assist with application process
 - Perform background checks
 - Obtain proof of previous experience
 - Prepare contracts
 - Perform functions regarding extra duty positions including, but not limited to, advertising, coordinating with principals, applications, contracts, and maintaining spreadsheet showing CPR/First Aid certification as required for certain positions
 - Ensure certified employees hold current licenses
 - Prepare and mail annual reasonable assurance forms to classified employees and substitutes
 - Maintain personnel files
4. Assist with payroll duties, including computing of employee and extra duty salaries, posting personnel leave, reviewing time sheets, data entry in payroll accounting

system, performing necessary steps to run payroll checks and accomplish direct deposit, and performing all duties involved with payroll deduction vouchers.

5. Perform duties as the district election coordinator; i.e., act as liaison with county clerk, facilitate petitions and forms with candidates, etc.
6. Respond to verification requests regarding employment and income.
7. Prepare and provide administrators with a yearly teacher evaluation schedule.
8. Maintain spreadsheet listing Home School students and provide copies to principals.
9. Copy Board packets and prepare for mailing.
10. Order and maintain supplies for administration office.
11. Order flowers for employees when required for condolence, illness, etc.
12. Prepare correspondence as necessary.
13. Route incoming mail as needed and ensure that outgoing mail is taken to the post office at the end of the day.
14. Act as disbursing officer of cash requests under \$10.00.
15. Perform all other duties as may be assigned by the superintendent of schools.
16. Display initiative in evaluating and increasing the effectiveness of the central administrative office.
17. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
18. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
19. Employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position classification may exert 5 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.

- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the superintendent of schools in accordance with policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES.

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

Regional Occupational Medical Program
2115 Stuart Street
Alamosa, CO 81101
(719)589-8110

Rio Grande Hospital Clinic
1280 Grand Avenue
Del Norte, CO 81132
(719)657-2418

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments

will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature _____ Date _____

Policy GDAC-R approved by Board of Education: 06/26/08