

**SUPPORT STAFF POSITIONS**  
**Job Description: Marsh Elementary School Secretary**  
**Non Exempt**

**TITLE:** School Secretary – Elementary

**DEFINITION:** Under the general supervision of the building principal, the employee will perform responsible and varied clerical and secretarial work functions; and other related work as required.

**QUALIFICATIONS:**

1. High school graduate or equivalent.
2. Ability to pass a grammar and writing examination.
3. Computer literate.
4. Ability to relate well to students and parents.
5. Initiative in advocating for students and families.
6. Ability to multi-task.
7. Ability to support positive student behaviors and teach children to make appropriate choices.
5. Such other qualifications as the board may find appropriate and acceptable.

**REPORTS TO:** Marsh Elementary School Principal

**DUTIES:**

1. The secretary is often the first contact the public has with the school. The secretary is expected to act in such a manner as to make the first impression a positive one. Communications, records, and office management are expected to conform to the highest standards of professionalism.
2. Serve as communication hub:
  - Answer incoming calls
  - Deliver messages to students in a timely manner on changes to after school expectations
  - Generate weekly bulletin (both hard copy and on Infinite Campus)
  - Generate monthly calendar
  - Prepare and distribute notices
  - Distribute mail
3. Check daily attendance on all students. Enter daily attendance codes in student information system.
4. Perform all enrollment procedures for incoming students including requesting records (via fax or mail) from previous schools. Manage open enrollment of pre-kindergarten and kindergarten students during the month of April.
5. Perform all withdrawal procedures. Obtain grades from teachers of transferring students and put in cumulative record. Copy and mail records to new school.

6. Perform functions to ensure the smooth transition of the start of the school year:
  - Prepare student handbooks
  - Prepare staff handbooks
  - Develop class cards and class lists to post
  - Develop duty schedules
  - Prepare staggered bus lists
  - Maintain adequate supplies for registering students
  - Develop schedules for specials
  - Enter student information in Infinite Campus
  - Create student cumulative folders
  - Fax completed meal applications to administration office
  - Inspect and copy birth certificates and immunization records, place in cumulative folders
  - Update student phone numbers and addresses on both hard copy and in Infinite Campus, as needed
  - Place student pictures in cumulative folders
7. Perform functions to close out the school year:
  - Provide student list for direct certification.
  - Close records of students moving to Bill Metz Elementary School in Infinite Campus.
  - Send cumulative folders to Bill Metz Elementary for 2<sup>nd</sup> grade students.
  - Send cumulative folders to Bill Metz Elementary of students who have withdrawn from the district.
8. Manage student records in the student information system (Infinite Campus), including demographic information, attendance, state reporting fields, and behavior incidents.
9. Responsible for finding substitutes for absent employees at Marsh.
10. Maintain records of employee absences.
11. Reconcile time sheets and maintain record of comp time for classified employees.
12. Manage petty cash.
13. Handle facility and transportation requests.
14. Maintain inventory, order supplies, and organize supply room.
15. Perform duties involving Marsh budget including: keep budget totals, assign account codes on purchase orders, and track spending.
16. Prepare deposits for all pupil activity accounts and take to bank.
17. Serve as “acting nurse” throughout the day and maintenance staff as needed.
18. Manage maintenance and repair of machinery in buildings.

19. Display initiative in evaluating and increasing the effectiveness of the elementary school.
20. Maintain a primary focus on students and staff.
21. Abide by work schedule as assigned by the principal.
22. 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.
23. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
24. Perform all other duties as may be assigned by the principal.
25. The 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 40 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting for brief periods, but will involve walking or standing for the majority of time.
- 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 building principal 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.

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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 GDAN-R-2 approved by Board of Education: 06/26/08

Monte Vista School District No. C-8, Monte Vista, CO