

MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

Classified Staff Job Description



Title: Secretary I

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
	School Principal, Program Director, Supervisor	Non-Exempt

Class Summary: Under limited supervision performs a wide variety of office/clerical and administration support functions work is typically performed within functions work is typically performed within prescribed procedures, however, independent judgment is required in unusual or unique situations.

Distinguishing Characteristics: Have passion for working with students. Should be enthusiastic and supportive of the philosophical direction of school. Should be a team player with commitment to building a sustainable, high quality Career Pathways System. Should be flexible and creative problem solver, possess effective communication skills; give, take and collaborate for the common good-collegiality is a must; Are courteous to each other, and recognize others for their strengths as well as being supportive of others' weaknesses.

Duty No.	Essential Duties	Frequency	Band/ Grade
1	Provides general secretarial support including typing letters, memoranda and reports; receiving and distributing mail; copying and maintaining/updating appropriate filing systems. Receives, sorts and distributes mail; takes minutes; and assists in scheduling and/or coordinating meetings/events.		
2	Greets visitors, answers telephones, provides information, transfers calls and/or takes messages. Refers issues or concerns to appropriate party for resolution.		
3	Assists front office personnel in and/or distributes admittance slips, processes student attendance (including preparing attendance "scanner" sheets; admit tardy slips; and calls or prepares/mails letters to parents indicating child's' excessive absences or tardiness) and disciplinary actions, administers special bus passes, issues vehicle registration permits and student lockers and may perform additional related front office duties.		
4	Issues key to appropriate personnel as directed by school principal, maintains and updates appropriate records, and assists in and/or coordinating key returns at the end of the school year.		
5	Assists in and/or performs student enrollment and withdrawal procedures. Registers students; assists in and/or assigns courses; introduces student/parents to instructor's); assigns student identification number and enters appropriate student information into a computer system.		
6	Provides additional administrative assistance in the coordination of student field trips and extra-curricular activities; participating in the scheduling/coordination of school assemblies and other related activities (e.g. school picture); assisting in and/or monitoring students sent to the office during recess; maintaining substitute files and coordinating temporary staff replacements; monitoring custody problems and notifying appropriate staff/authorities.		
SPECIAL EDUCATION			
7	Transcribes and types various case notes and reports from school psychologists and itinerant specialists.		
8	Assist in processing student eligibility for special education; management of		

	documentation required by law; record maintenance; Federal and State reporting; data recording; and coordination of transportation services.		
GUIDANCE			
9	Tracks and updates various financial accounts (e.g. student activity) and budgets on the computer. Generates necessary reports, processes purchase orders and warehouse requests, disburses petty cash, receives/deposits student fees, verifies fund balances and reconciles accounts. May issue checks for various bills in accordance with established guidelines and procedures. Collaborates with appropriate personnel to resolve discrepancies.		
10	Coordinates facility use requests and processes requisite permits according to established guidelines.		
11	Assists in and/or prints/distributes student report cards. Receives previously entered and/or enters instructor grades, verifies entries for accuracy, prints necessary reports.		
12	Provides students information on various career opportunities, scholarship information, colleges, financial aid programs, and necessary procedures for filing out forms and applications.		
ESJEA/JOM. CHAPTER I			
13	Tracks various financial accounts and budgets on the computer		
14	Prepares certification reports and supporting documentation for Alaskan Native/American Indian Grants in accordance with established guidelines.		
15	Prepares and maintains necessary files for administrative leave slips and substitutes activities.		
SPORTS			
16	Reviews student sport packets and verifies information. Maintains and updates appropriate computer/manual filing systems to track student physicals and ensure the signing of releases, insurance and parent/guardian permission forms.		
17	Prepares school and State activity reports specifying student eligibility for particular events according to established guidelines.		
TRANSPORTATION			
18	Tracks/monitors various financial accounts and budgets on the computer. Generates necessary reports, disburses petty cash, verifies fund balances and reconciles accounts; processes staff and payroll; calculates requisite contractor vehicle reimbursements due (e.g. driver compensation and mileage) and processes requests for payment according to established guidelines.		
19	Prepares a variety of reports and supporting documentation including the various Department of Education State Reports. Assists in and/or processes information (e.g. contractor compensation and student counts) according to established guidelines.		
20	Assists in and/or prepares a variety of maps (including routs for several schools within the District) according to established procedures.		
STAFF DEVELOPMENT			
21	Assists in scheduling workshops, seminars and college courses. Facilitates information exchange between presenters and the Academy including confirming presenter availability, processing requests for materials and/or necessary equipment; disseminates the appropriate time/place and the requisite number of attendees.		
22	Coordinates facility use requests and processes requisite permits according to established guidelines.		
23	Creates and/or distributes informational flyers detailing course schedules and related information (e.g. in-service training, seminars and/or workshops).		
MIS SECRETARY			
24	Monitors the MIS Department's budget and Related financial information. Ensures accuracy of and proper accounting of budgeted and allocated funds. Advises MIS Manager of necessary adjustments and initiates needed fund transfers.		
25	Initiates purchase order requests and purchase orders to procure parts and materials that are necessary for repairs and preventative maintenance. Reviews		

	parts and deliveries to ensure compliance with purchase order requests. Assists other departments and school sites with technical information needed to place orders to obtain specialized equipment needed to construct LAN's.		
26	Performs general secretarial and clerical functions for the MIS department as needed.		
27	May be required to perform additional related duties resulting from the MIS Department's workload and/or work assigned by the MIS Manager.		
DISTRICT OFFICE/ BUSINESS OFFICE			
28	Greets all visitors, ensure they sign in and call the department they wish to visit to ensure they are available.		
29	Performs general secretarial and clerical functions for the Business Office as needed to include forms creation and web page maintenance.		
30	Will be required to perform additional related duties resulting from the Business office's workload and/or work assigned by the Controller or Business Office Supervisors.		

Knowledge: Computer Operations to include advanced skills in word processing, databases, spreadsheets, and desktop publishing. Also familiarity with district policy and procedures regarding student enrollment, withdraws, and transcripts, free and reduced lunch paperwork and accounting, and student registration procedures is required.

Skills (position requirements at entry): Individual must demonstrate ability to multitask in a fast paced office environment, have excellent phone and written communication skills, the ability to relate to diverse groups of both students and adults, be a flexible and adaptable team member, and maintain a pleasant disposition under stress.

Training and Experience (position requirements at entry): Previous education, training, work or life experience which provides reasonable evidence of the successful performance of may be evidenced by one (1) to two (2) years of secretarial training with a basic knowledge of computer terminal operation.

Licensing Requirements (position requirements at entry): A valid Alaskan Driver's License.

Physical Requirements: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Adopted PMH 03/21/03
Revised LYO 11/20/07

