

SUPPORT STAFF POSITIONS
Job Description: High School Administrative Secretary
Non Exempt

TITLE: **High School Administrative Secretary**

DEFINITION: Under 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. Clerical skills
3. Computer literate
4. Organization skills
5. Skills in working with people, (staff, students, and parents)
6. Skill in the area to be assigned
7. Such other qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

DUTIES:

1. The secretary is often the first contact the public has with the school. The secretary is expected to act in such 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. Display initiative in evaluating and increasing the effectiveness of the high school office.
3. Be courteous in all dealings with parents, students and employees.
4. Assist the principal with all correspondence.
5. Answer the telephone, directing the calls to the proper areas.
6. Handle all request forms (purchase orders, consignment orders, facility, transportation, cash and maintenance requests) for all departments and clubs.
7. Be in charge of all cash payments, receipts, bank deposits, transactions and cash box.
8. Schedule, with the approval of the principal, all activities, meetings and other high school events. Prepare and distribute weekly bulletins, monthly calendars and newsletters, daily announcements, students of the month, student handbook and teacher handbook.
9. Assist in organizing graduation including program, music, and finalizing graduation day with maintenance and high school administration. Assist with baccalaureate by setting up practice, contacting pastor, and facility request.
10. Organize Pirate Pride Day including preparing and distributing donation letters, organizing the barbeque and sending thank you notes to merchants.

11. Assist in organizing Christmas party/potluck, staff dinners for parent/teacher conferences, and refreshments for parent/teacher conferences.
12. Order flowers as needed for sympathy, illness or congratulations.
13. Prepare yearly calendar of events in May for following school year.
14. Assist principal in coding school credit card charges.
15. Keep accurate records of all parental contact.
16. Act as a witness in disciplinary hearings when requested.
17. Maintain an up-to-date inventory of the high school and submit it to the administration office.
18. Handle all student insurance claims, accident forms and maintain insurance files.
19. Handle all ordering for the needs of all departments and office staff.
20. Be responsible for all upkeep and operations of copy machines.
21. Keep the principal's calendar.
22. Assist the principal in monitoring the budget.
23. 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.
24. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
25. Be responsible for any other duties not listed that may be deemed necessary by the administration.
26. 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, proving 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.

TERMS OF EMPLOYMENT: 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 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.

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

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