

**SUPPORT STAFF POSITIONS**  
**Job Description: Middle School Administrative Secretary**  
**Non Exempt**

**TITLE:** Middle School Administrative Secretary

**DEFINTION:** 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. Strong organizational skills
3. Ability to pass grammar/writing exam
4. Computer literate
5. Strong people skills
6. Such other qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Middle School Principal

**DUTIES:**

1. The middle school administrative 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 public's first impression a positive one. Communications, records, and office management are expected to conform to the highest standards of professionalism.
2. Keep an ongoing record of the middle school budget.
3. Help type, edit and mail the middle school newsletter.
4. Type and edit all middle school correspondence.
5. Facilitate all middle school purchase orders.
6. Sort incoming and outgoing mail.
7. Maintain the student information system (Infinite Campus), including updating and keeping student information current and in order.
8. Perform scheduling functions in Infinite Campus.
9. Generate and print report cards and furnish honor roll and other information as required at the end of each nine-week period.
10. Display initiative in evaluating and increasing the effectiveness of the middle school office.

11. It is imperative that the person employed in the 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.
12. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
13. Performs all other duties as may be assigned by school and district officials.
14. 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 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 GDAL-R approved by Board of Education: 06/26/08