

TITLE: Pre-K Grant Secretary

QUALIFICATIONS:

- High school diploma or equivalent
- Excellent computer, record keeping, and organizational skills
- Effective communication and interpersonal skills
- Ability to work independently, recognize priorities in work load, and shift between tasks as needed
- Ability to maintain confidentiality

REPORTS TO: Assistant Principal and/or Principal

JOB GOAL:

To support the smooth and efficient operation of the school in order to maximize positive educational outcomes for stakeholders.

ESSENTIAL FUNCTIONS:

The following are the essential functions, including but not limited to, the following job duties as assigned:

- Serves as receptionist in person and by telephone
- Manages the screening process, including but not limited to scheduling screenings, obtaining grant-required eligibility information from families, assembling and maintaining screening files, assessing eligibility, and making classroom placements in consultation with administration.
- Maintains confidentiality in all situations
- Prepares, distributes, and files documents and records
- Maintains student information, such as demographics, attendance, discipline, grades, and schedules
- Maintains student records, such as registration, lunch forms, bussing, and cumulative folders
- Processes bank deposits, petty cash, payroll, instructional material fees, and other financial records
- Maintains documentation for building access, including keys and prox cards
- Maintains staff records, such as substitutes and payroll
- Receives and processes materials, purchases, and school mail
- Keeps records for state grant including enrollment figures.
- Maintains office equipment, building inventory, and storeroom
- Assists with care of sick and injured children as appropriate for the position
- Performs other job-related duties as directed

TERMS OF EMPLOYMENT:

8 hours per day for 220 in accordance with the collective bargaining agreement

CLASSIFICATION: B

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment**

The noise level in the work environment is usually moderate. The job is performed inside under minimal temperature variations and a generally hazard free environment. The noise level in the work environment is usually moderate.

- **Physical**

While performing the duties of this job, the employee is regularly required to use motions with their wrists, hands, and/or fingers, including prolonged use of a computer terminal. The employee is frequently required to sit for prolonged periods, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

- **Vision**

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

- **Hearing**

The employee is required to hear in the normal audio range, with or without correction.

- **Mental Demands**

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.