

TITLE: Elementary Office Support Secretary**Page 1****Employee Group:** Classified Support Staff of Edmonds (Public School Employees)**Reports to:** Building Administrator or designee.**Supervises:** None**FLSA Status:** Non-exempt**Salary Level:** Office Personnel Salary Schedule – Level B

JOB SUMMARY: This position supports the operations of the school's main office and provides assistance to the Office Manager and Building Administrator(s). The Secretary enters student attendance and registration records in the Skyward system and maintains manual files; monitors the student health room; answers telephone calls; greets all office visitors; provides support services for students, parents, staff, and the public.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Performs telephone and personal reception duties for parents, students, staff or other visitors to the main office; routes calls and visitors; receives and responds to requests for information verbally or in writing.
2. Collects attendance information from teachers; calls parents to confirm a student's absence; notates absence type in Skyward system; prints daily attendance report and related attendance records as requested by teachers and administrators.
3. Takes note or speaks with guardian to excuse student's late arrival/tardy or early dismissal. Issues student re-admittance passes for class. Maintains student note files. Sends messages to students as needed for guardian phone calls and/or to release students to authorized adults.
4. Receives student registration paperwork. Determines if new students are within proper school boundaries using district boundary map. Assigns classroom placement for new students with input from the principal and teachers; notifies teachers, support staff, and the kitchen of a new student's arrival.
5. Enters provided enrollment and student information in the Skyward system; identifies missing information for new students; files and maintains manual copies of records; maintains accurate count of student enrollment; runs computer generated reports for enrollment and reconciles as necessary; maintains immunization records and emergency information reports. Prepares and updates school emergency notebooks containing student and family data.
6. Monitors students sent to the health room; provides minor first aid care to ill or injured students; completes accident and head injury reports. Under the direction of the School Nurse, dispenses prescribed medication as instructed by parents/guardians or student's physician. Calls parents/guardians regarding student's illness or injury; arranges for pickup of student as needed. Maintains log of students entering and leaving health room and enters visit information into Skyward. Places calls to 911 as necessary.
7. Helps train and direct the work of student assistants. Helps coordinate work for parent volunteers.
8. Monitors students sent to the office for discipline referrals.
9. Distributes incoming mail. Receives incoming mail and places into appropriate staff mailboxes.
10. Performs basic troubleshooting of standard office equipment, including copy and fax machines.
11. In the absence of the School Office Manager, may cover additional responsibilities. Uses substitute tracking software to coordinate building substitutes; collects various fines and fees and prepares deposits to proper accounts; assists and provides guidance to substitute office workers.
12. Performs other related duties as required.

REQUIRED QUALIFICATIONS

Education and Experience: High school diploma or recognized equivalent; **and** must meet one of the following minimum qualifications: 1) Hold a post-secondary or advanced degree; **or** 2) Have earned a minimum of ten relevant college credits; **or** 3) Have three years of relevant work experience.

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Knowledge of:

- General clerical practices and procedures.
- Current office technology and equipment (e.g. computer systems, fax, copiers, etc.); willingness to learn any new office technology.
- First aid procedures; ability to learn proper methods of dispensing medications.
- Student behavior management practices.
- District and school rules, policies and procedures applicable to area of assignment.

Skill in:

- Communication, in person, in writing and over the telephone.
- Using Microsoft Word, Excel, and Google Suite (Gmail, Docs, Drive, Calendar).
- Maintaining records in an organized manner.
- Operating a personal computer and quickly learning the operation of new software programs.

Ability to:

- Demonstrate awareness and appreciation of diversity among individuals and demonstrate commitment to strengthening engagement of a diverse community.
- Adapt work focus to changing priorities and handle multiple, simultaneous demands.
- Protect the confidentiality of student information consistent with FERPA/HIPPA and handle confidential matters appropriately and ethically.
- Favorably represent the District and promote positive public relations when communicating with parents, students, district staff, and the general public.
- Achieve thoroughness and accuracy when accomplishing tasks.
- Assist in analyzing office problems and implementing solutions.
- Effectively complete tasks in a timely manner.

Licenses/Special Requirements: Possession of valid First Aid and CPR Certifications or willingness to obtain upon hire.

PREFERRED QUALIFICATIONS

Ability to quickly learn the use and application of student information system software. Previous experience in a position requiring public contact and interaction with racially, ethnically, and linguistically diverse communities.

WORKING CONDITIONS

Incumbents work in an Elementary School office setting. Exposure to bodily fluids and infectious diseases and illnesses. Work with deadline pressures and frequent interruptions.

PHYSICAL DEMANDS

Ability to sit for prolonged periods. Frequently required to stand; walk; use fine hand and finger movements (keyboarding); and reach with hands and arms.

DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed, nor do the examples listed include all functions and qualifications which may be found in positions of this class.

CLASSIFICATION HISTORY

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Revised by Human Resources 5/95, 5/05, 4/11, and 8/18 (including reclassification to Office Personnel group effective 09/1/18 and title change from Para IA-Office Assistant). Reclass to Level B eff. 9/1/18.