

Fountain-Ft. Carson School District Eight

Job Description

Job Title: **Building Secretary**
Pay Schedule: **Classified**
Prepared/Revised Date: **August 9, 2022**

Reports To: **Building Principal**
FLSA Status: **Non-exempt**
Work Year: **211 days**

SUMMARY: Assist principal's secretary, building staff, and other staff with secretarial, administrative and clerical support as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Task Descriptions	Frequency
1. Answer phones, assist callers with questions and give information or route call to appropriate person or department.	D
2. Greet and assist visitors and walk-ins, determine nature and business and direct visitors to appropriate location.	D
3. Provide first aid to students who need minor attention including band aids, temperature checks, ice packs, bloody noses, etc.	D
4. Provide clerical assistance to building staff, programs, parents and/or students. This may include typing, data entry (including immunizations), correspondence, copying and distributing materials.	D
5. Input and maintain up-to-date records and filing systems. This may include entry of data into automated system or district specific software program.	D
6. Assist the Assistant Principal, counselor and/or administrator in completion of special projects. This may include data entry, preparing basic spreadsheets, and use of automated system or district specific software program.	W
7. Maintain computerized information lists on students and employees as necessary. Maintain daily computerized attendance records for students.	W
8. Contact parents as needed.	W
9. Provide coverage for other school positions.	W
10. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized courses in secretarial and basic computer software skills.
- More than one year and up to and including three years of experience in general office setting.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications preferred.
- Pass Typing (40 wpm), Word, and Excel Testing. (Required)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Bilingual oral and written communication skills preferred.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

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MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with basic computer software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Building Principal	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 functions.*

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; stoop, kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed risk of electrical shock. The noise level in the work environment is usually moderate.

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