

Substitute Secretary

Summary: To manage the flow of office tasks to ensure their timely completion and to assist the administrative and teaching staff in the operation of an efficient and professional office and school.

Qualifications:

- High school diploma or GED
- minimum of three years related experience and/or training (formal business or secretarial training preferred); or equivalent combination of education and experience.
- Must be at least 18 years of age.

To perform this job successfully, an individual must be able to perform all aspects of the position as described below satisfactorily. The information listed below is representative of the characteristics of the position and the knowledge, skills, abilities required. This is not an exhaustive list of all duties which may be required in any given assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Greet students, staff, and parent visitors courteously and professionally.
- Assist with the attendance process.
- Maintain all office files in an orderly fashion.
- Receive telephone and fax messages for staff and deliver them consistently.
- Handle incoming and outgoing mail.
- Operate computers and all office machines as needed.
- Maintain confidentiality in sensitive matters.
- Assist in issuing communications and forms for students.
- Supervise the general demeanor of students who are present in the office and direct students who are ill to the appropriate school personnel.

Other Duties and Responsibilities:

- Type letters, memos, reports, programs, and evaluations, for the principal/administrator as directed.
- Maintain accounts, process purchase orders, and follow through on receiving and distributing supplies.
- Process all student directory, grade information, enrollment/withdrawals, and demographic information.
- Perform other duties or assignments as directed by the immediate supervisor or building administration.

Evaluation: Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above-listed responsibilities.

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions.

F - Frequently

O - Occasionally

N - Not at all

PHYSICAL REQUIREMENTS: The following physical requirements are necessary to perform the essential duties of the position

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
N	Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
O	Bending and Stooping: Bending body downward and forward by bending spine at the waist. (__2__ hours per day)

N	Climbing: Ascending or descending ladders, scaffolding, ramps, poles, and other devices using feet and legs and/or hands and arms. Body agility is emphasized
O	Climbing Stairs: Ascending or descending stairs to gain access to a building or to move from one floor to another
N	Crawling: Moving about on hands and knees or hands and feet (_____ hours per day)
F	Light Carrying: Physically transporting items weighing less than 15 pounds from one location to another
O	Moderate Carrying: Items weighing 15 to 44 pounds
O	Heavy Carrying: Items weighing 45 pounds and over
F	Fingering: Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
O	Grasping: Applying pressure to an object with fingers (including thumb) and palm
O	Kneeling: Bending legs at knees to come to rest on one or both knees (___1___ hours per day)
F	Light Lifting: Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	Moderate Lifting: Objects 15 – 44 pounds
O	Heavy Lifting: Objects 45 pounds and over
F	Mobility Requirement: Enough to move self within office environment move materials and supplies as needed. (Provide examples)
N	Pulling Hand over Hand: Using upper extremities to exert force to draw, drag, haul, or tug objects in a sustained motion (_____ hours per day)
N	Pushing: Using upper extremities to press against something with steady force to thrust forward, downward, or upward (_____ hours per day)
O	Reaching Above Shoulder: Extending hand(s) and arm(s) in any direction
F	Repetitive Motion: Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
F	Sitting: Particularly for sustained periods of time
O	Standing: (3 hours per day)
F	Walking: Moving about on foot, particularly for long distances (3 hours per day)
F	Visual Requirement: Enough to see and read computer screen, documents. (Examples: Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print)
F	Hearing Requirement: Enough to: hear phone conversation, in-person (Examples: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation)
F	Other Physical Requirements: Describe: Keyboarding

MENTAL REQUIREMENTS: The following mental abilities are required to perform the essential functions of this position

F,O,N	MENTAL CAPABILITY REQUIREMENTS
COMPREHENSION	
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
F	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
ORGANIZATION	
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
F	Ability to organize and prioritize work schedules of others on short-term basis
F	Ability to organize and prioritize work schedules of others on a long-term basis
REASONING AND DECISION MAKING	
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
F	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit

F	Ability to make decisions which have significant impact on the department's credibility, operations, and services
COMMUNICATION	
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
F	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
O	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
F	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
O	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
MATHEMATICS	
N/A	No mathematical ability is required
F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
F	Ability to compute, analyze, and interpret numerical data for reporting purposes
O	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
Additional comments regarding mental capability requirements:	

WORK ENVIRONMENT: The following mental abilities are required to perform the essential functions of this position.

F,O,N	WORK ENVIRONMENT: On the job the employee:
N	Is exposed to excessive noise
O	Is around moving machinery
N	Is exposed to marked changes in temperature and/or humidity
N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Drives motorized equipment
N	Works in confined quarters

DEVICE OPERATION:

List all computers, peripherals, and other hardware required to perform this job: Desktop, laptop, printer, scanner
List all computer software required to perform this job: Microsoft Office Word, Power Point, Excel, Access, Share Point, Filemaker Pro, State software
List all office machines required to perform this job: Fax, postage machines, bulk mail
List all vehicles that must be operated to perform this job:
List any other machines (including heavy equipment) required to perform this job:
List all tools involving manipulation that are required to perform this job: