



Secretary/safety Monitor – Office of Early Learning

Harrisburg S D - Job Description

JOB INFORMATION

Title: Secretary/Safety Monitor

FLSA:	Exempt	X Non-Exempt
Employee Group:	AFSCME	
Shift:	Day	
LastEditedOn:	5/12/2026	
LastApprovedOn:		

Locations:	X Building	Central Office
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ORGANIZATION

County:	Dauphin
Entity:	Harrisburg S D
Department:	Office of Academics
Reports To:	Director of Early Education

JOB SUMMARY

This position provides administrative support to the Office of Early Learning for the smooth and efficient operation and delivery of academic and educational services to staff and students. This position will also provide for the safety of the school district environment through observation, prevention, assistance and resolution of potential conflicts.

Essential Functions

Manages all professional communications, including screening and directing phone calls, responding to emails, processing mail, and greeting visitors while maintaining the supervisor's calendar.

Administers Pre-K Counts enrollment by processing applications, calculating financial eligibility, managing student entries/withdrawals, and maintaining accurate records within PELICAN and Teams software.

Serves as the primary contact for families to explain program policies, assist with eligibility applications, provide resource information, and coordinate transportation or acceptance/denial correspondence.

Collects and analyzes data to prepare early learning reports, drafts correspondence, and maintains comprehensive filing systems for both regular and confidential student/employee information.

Handles the procurement process by entering requisitions, processing POs/invoices, managing department reimbursements, and ensuring all office equipment is stocked and maintained.

Uses computer and technology skills in performance of duties, such as use of the Internet, accessing databases, spreadsheet design, desktop publishing and creation of forms. Updates skills to ensure ability to use technology and implement new practices and procedures as they are developed.

Supports administrative meetings and registration events by coordinating schedules, collecting agenda items, taking meeting notes, and creating promotional flyers.

Patrols hallways, stairwells, bathrooms, and exterior perimeters to ensure a safe, orderly environment and verify that all doors and windows are secure.

Actively de-escalates student conflicts and manages behavior in accordance with school policies, Individualized Education Programs (IEP), and Section 504 plans.
Directs visitors to ensure proper registration, verifies authorized hall passes for students, and monitors traffic during bus arrival and departure.
Assists with the preparation and execution of fire drills, lockdowns, and emergency evacuations while maintaining routine incident logs and safety records.
Maintains certification in Safe Crisis Management, CPR/AED, and Active Shooter protocols, and provides security support for athletic or after-school events as assigned.
Collects, monitor, and input of daily attendance, schedules attendance meetings, provides attendance reports, and send attendance letters
Participation in Pre-K events, and tracks attendance of family engagement events

QUALIFICATIONS

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.

Education				
Education Level	Education Details	Req	Pref	
High School Diploma		X		
Associates Degree			X	
Work Experience				
Experience	Experience Details	Req	Pref	
3-5 years	experience as a secretary or administrative assistant	X		
1-2 years	experience with pre-k counts		X	

Licenses and Certifications

Enter Licenses/Certifications	Lic/Certification Details	Req	Pref	
Valid PA Driver's license		X		
Bi-Lingual			X	

SPECIFIC SKILLS

	Knowledge of data analysis software
	Proficient in the use of Microsoft Excel, Word, PowerPoint, Goggle Docs, and Microsoft Teams
	Experience working in a team environment
	Excellent computer skills; experience working with data entry as well as working with detailed data.
	Ability to effectively analyze data, present information and respond to questions.
	Ability to define problems, collect data, establish facts, and draw valid conclusions.
	Ability to apply reasoning ability to practical situations.
	Ability to multi-task, learn new tasks quickly and be a self-starter.
	Ability to read and comprehend correspondence, memos, instructions, and documents, and procedural manuals.
	Ability to write reports and correspondence clearly and concisely and using correct grammar, spelling, and punctuation.

SPECIFIC SKILLS

	Knowledge of data analysis software
	Ability to speak effectively.

Reasoning Ability

	Ability to apply simple understanding to carry out instructions furnished in written, oral and/or diagram form.
	Ability to deal with problems involving a variety of concrete variables in situations where only limited standardization exist.
	Ability to define problems, collect data, establish facts and draw valid conclusions.

Other Skills and Abilities

	Ability to operate computers and related software. Ability to operate a scanner, telephone, and other office equipment.
	Ability to interact positively with staff and the school community.
	Ability to communicate clearly and concisely both in oral and written form.
	Ability to work independently, to function effectively in a fast-paced, multi-tasking environment and to interact positively with the community.
	Ability to perform duties with awareness of compliance with related district policies, administrative regulations and state requirements.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Settings

Standard ADA Selection	X Office X Classroom Other(to include Physically Demanding Positions)
<i>This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.</i>	

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
☒	Sitting			X		
☒	Standing			X		
☒	Walking			X		
☒	Talking: On the phone; person-to-person, and in groups				X	
☒	Hearing: On the phone; person-to-person, and in groups				X	
☒	Vision: Near, midrange, far, peripheral, depth and color				X	
☒	Driving Requirements (personal vehicle, and/or company vehicle):		X			
☒	Machines or tools used: Computer:				X	
☒	Machines or tools used: Telephone			X		
☒	Pushing/Pulling/Lifting(Enter Weight)				X	40 lbs.
☒	Machine or tools used: computers, power tools, sewing machines, wheelchairs, electronic feeders,				X	

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
	standers, hand tools, mechanical toys, craft tools					

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	Working Condition
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☒ Subject to inside environmental conditions