



POSITION DESCRIPTION
July 11, 2022

SECTION I: GENERAL INFORMATION

Position Title: Student Information Secretary	Department: Building Office	Bargaining Unit: Mankato Educational Secretaries Association
Immediate Supervisor: Principal	Comparable Worth Rank: B21	FLSA Status Job Description Non-Exempt #304.23

Job Summary:

Under the direction of the Principal, the Student Information Secretary is responsible for providing customer service, support and receptionist duties for assigned building and performs such representative tasks as answering the main building office phone calls providing general information and addressing routine concerns; meets greets and assists students, teachers, and public coming into the office; performs other clerical and office support functions depending upon the needs of the main office.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the building receptionist answering the building main phone line. 50% B21
 - a) Answers calls coming into the building provides general information and addresses routine issues or transfers callers to appropriate parties.
 - b) Meets, greets and assists teachers and members of the public coming into the office.
 - c) Assists all athletic coaches and activities site coordinators, booster apparel and athletic passes
 - d) Assists Testing Coordinators with MCA, WIDA, and NWEA testing.
 - e) Prepares and distributes all Backpack Food Pack items for students
 - f) Coordinate all aspects of bus pass distribution
 - g) Assists Guidance Counselors and Social Worker as needed
 - h) Assists Yearbook Staff with ordering and distribution of yearbooks

- Provides customer service and clerical support functions within the main office. 20% B21
 - a) Makes daily announcements and daily bulletins.
 - b) Requests homework for absent students from teachers.
 - c) Types and prepares newsletters and posts on the parent portal.
 - d) Issues parking passes to faculty, sells passes to students, and enters vehicle information into the system.
 - e) Issues lockers to students and runs reports for locker clean-outs.
 - f) Issues and gives out parent portal accounts.
 - g) Assists teachers and staff with copy machines and making of copies.

- Issues repair tickets for phones within the building. Gives out extensions to new staff and records all staff extension information. 5% A1

- Provides back up and/or assists the attendance staff in entering attendance into Infinite Campus. 20% A1

- Orders office supplies for staff. Prepares deposits for any collected fees and submits deposits to the Business Office for processing. 5% A1
- Performs other duties of a comparable level or type, as required. N/B

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		
x	High school diploma or GED.		
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		
	2nd year graduate level		
	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> <input type="checkbox"/> Fundamentals of general office procedures and practices. <input type="checkbox"/> Knowledge of office etiquette and customer service procedures and routines. <input type="checkbox"/> Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. <input type="checkbox"/> Basic fundamentals of computer operation and use. <input type="checkbox"/> General knowledge and use of such equipment as intercom system operation, duplicating equipment, fax machines, postage machines, computer applications for data entry or file/record maintenance, calculators and other general office equipment <input type="checkbox"/> Familiarity with general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.) 		
Required Work Experience in Addition to Formal Education/Training: No previous experience required.			
LICENSE/ CERTIFICATION	Identify licenses/certification required: None required.		
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> <input type="checkbox"/> Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district employees, students and the public. <input type="checkbox"/> Basic math skills. <input type="checkbox"/> Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry. <input type="checkbox"/> Ability to learn and apply building office routines and office procedures. 		

- Ability to learn district custom applications and district software used in maintaining office records, files, lists, student data, etc.
- Operating and using general office requirement including, copies, fax machines, duplicating equipment, Internet, telecommunications equipment and voice mail.
- Ability to learn and acquire skills and knowledge of other positions in a back-up capacity.

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>This is an administrative support position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.</p>
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Amount of Time Spent</u>				
	<u>None</u>	<u>1/3 Less</u>	<u>1/3 to 2/3</u>	<u>Over 2/3</u>	<u>Lifting/Forcing Exerting</u>	<u>None</u>	<u>1/3 Less</u>	<u>1/3 to 2/3</u>	<u>Over 2/3</u>
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

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SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Classification History:

Effective Date: July 1, 2013
Revised July 1, 2022