



## NORTH ALLEGHENY SCHOOL DISTRICT

### JOB PROFILE: SECRETARY, 1-B

Reports to: Supervisor, Principal, Assistant Principal

**Classification:** 1-B

**Hours/Day:** 8

**Days/Year:** 260

Positions included under this job profile include but are not limited to:

- Business Secretary
- Central Office Receptionist
- Main Office Secretary (NASH)
- Secondary Assistant Principal's Secretary (CMS, IMS, MMS)

#### ***Purpose/Summary***

To provide confidential secretarial, clerical, and administrative support to the supervisor or department; to contribute to the smooth and efficient operation resulting in a maximum positive impact on educational environment; to maintain records and materials; to act as a liaison and information conduit among the department, students, staff members, parents, and/or the community. To assist and support students whenever necessary.

#### ***Essential Duties and Responsibilities***

- Perform all secretarial/clerical projects and duties as directed and required by the supervisor or department.
- Provide support, be an available resource for administration, staff, students, parents, or community members.
- Transmit/receive all correspondence via telephone, email and surface mail and process the correspondence; schedule appointments and make appropriate arrangements for meetings.
- Direct, manage and be of assistance for all incoming phone calls and inquiries.
- Organize and maintain filing systems.
- Manage necessary inventories and order and maintain supplies.
- Maintain necessary student information systems and data bases; generate and provide necessary reports from these resources as required by the position.
- Process necessary correspondence, at the direction of supervisor, to parents and community as needed.
- Manage Raptor and Security door systems, when needed.
- Fulfill other duties and tasks assigned by supervisors.

#### ***Education and/or Experience***

High School Diploma, Associates Degree preferred  
Minimum two years of experience in related field

#### ***Certifications, Licenses, Registrations***

Act 34/151/114/126/168 Clearances/Certifications required.

#### ***Qualification Requirements***

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.*

**Knowledge and Abilities**

Knowledge of current office technology devices and applications. Ability to think critically and problem solve. Ability to understand content in order to organize, manage and communicate electronically. Knowledge of and ability to manage general school district/building information and contacts, or a strong acumen to learn this information.

*Academic Skills* - Knowledge of K-12 Education and ability to understand, manage and organize resources to support the specific school or department. Ability to learn the use of new technological resources and tools with minimal training.

*Language Skills* – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to read, edit and formalize documents. Ability to communicate effectively with administration, staff, students, parents, and the community.

*Math Skills* – Knowledge of arithmetic, accounting, and their applications. Ability to use math skills to complete purchase orders and budgets. Possess the ability to develop spreadsheets to manage and provide data for interpretation.

*Technology Skills* – Demonstrate competency with up-to-date computer software, including Word processing, Excel, and web page development. Familiarity with accounting software. Ability to manage and manipulate large databases of information. Be able to enter data to generate documents related to data.

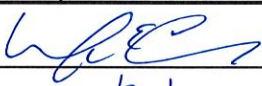
*Reasoning Abilities* – Ability to problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of synthesized information that is presented to the general public.

**Other Skills and Abilities**

- Maintain high emotional energy.
- Respond to community/parent inquiries and maintain a positive and proactive response to community members.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility, and adaptability to change.
- Possess imagination, patience, creativity, sound judgment, and logical reasoning.
- Concentrate with numerous interruptions.
- Understand and facilitate needs of various personality types.
- Participate in workshops or seminars.
- Ability to sit for lengthy periods of time during tedious data entry tasks.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a SEDENTARY Physical Demand Characteristic of Work position according to the physical demand's strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Sedentary (S)</b>	<b>Light (L)</b>	<b>Medium (M)</b>	<b>Heavy (H)</b>	<b>Very Heavy (V)</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.
<b>Work Environment</b>				
The work environment will vary from an office setting to more moderate situations such as conference rooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.				
<b>Primary Work Location</b>				
Office Environment		Shop		
Classroom/Building		Vehicle		
Outdoors		Travel		
<b>Paraprofessional, I-B Secretaries - 216</b>				
<b>Physical and Non-Physical Demands Key</b>				
<b>C - Continuously</b>	<b>F - Frequently</b>	<b>O - Occasionally</b>	<b>R - Rarely</b>	<b>N - Never</b>
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
<b>Standing</b>		<b>O</b>	<b>Crawling</b>	<b>N</b>
<b>Sitting</b>		<b>C</b>	<b>Bending</b>	<b>R</b>
<b>Walking</b>		<b>O</b>	<b>Twisting</b>	<b>R</b>
<b>Lifting</b>		<b>R</b>	<b>Climbing</b>	<b>R</b>
<b>Carrying</b>		<b>R</b>	<b>Balancing</b>	<b>R</b>
<b>Pushing/Pulling</b>		<b>R</b>	<b>Vision</b>	<b>C</b>
<b>Reaching</b>		<b>O</b>	<b>Hearing</b>	<b>C</b>
<b>Handling</b>		<b>R</b>	<b>Talking</b>	<b>C</b>
<b>Fine Dexterity</b>		<b>F</b>	<b>Foot Controls</b>	<b>N</b>
<b>Kneeling</b>		<b>R</b>	<b>Teamwork</b>	<b>C</b>
<b>Crouching</b>		<b>R</b>	<b>Tedious or exacting work</b>	<b>F</b>
<b>Time Pressures</b>		<b>C</b>	<b>Noisy or distracting environment</b>	<b>C</b>
<b>Emergency Situations</b>		<b>R</b>	<b>Flexible work hours to accommodate building schedules and professional development</b>	<b>R</b>
<b>Frequent Change of Tasks</b>		<b>F</b>	<b>Multi-building travel to work area</b>	<b>R</b>
<b>Irregular Work Schedule/Overtime</b>		<b>R</b>	<b>Multi-Tasking</b>	<b>C</b>
<i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i>				
<b>Director of Human Resources Signature</b>				
<b>Date of Approval</b>		6/30/22		

*Preparing All Students for Success in a Changing World*