



WCHS Cohort Secretary (WCHS HS Faculty)

JOB TITLE: WCHS Cohort Secretary (WCHS HS Faculty)

FLSA CLASSIFICATION: Non-exempt, hourly employee.

WORK DAYS: 200 days (including paid holidays).

STANDARD HOURS PER DAY: The standard hours for the WCHS Cohort Secretary may be more or less than 8 hours per day depending on the assignment (e.g., filling a temporary short-term vacancy or serving a special need).

WORK YEAR: The WCHS Cohort Secretary (WCHS Faculty) is generally employed for a school year of at least 191 days (not including paid holidays or paid vacation time). However, if hired to fill a temporary short-term vacancy or serving a special need, the length of the work year may be more or less than 191 paid days.

SALARY SCHEDULE & BENEFITS: The WCHS Cohort Secretary (WCHS Faculty) is paid on the "Secretaries" salary schedule, and is eligible for benefits on the "Support Staff" benefits schedule if hired for at least 90 consecutive days. Level 4.

REPORTS TO: The WCHS Cohort Secretary reports to the Principal or other designated building administrator.

SUPERVISES: The WCHS Cohort Secretary (WCHS Faculty) does not supervise any other employee(s).

GENERAL SUMMARY OF DUTIES:

Under direct supervision, the WCHS Cohort Secretary (WCHS Faculty) performs entry level clerical duties that may be associated with the processing attendance, teacher referrals, filling out forms, answering the phone, communicating with families, and database input. Performs related work as directed.

ESSENTIAL FUNCTIONS:

1. Provides support for the Cohort Dean.
2. Answers the telephone; provides information and assistance; takes/relays messages to appropriate personnel.
3. Performs customer service duties; greets visitors and students; and provides information and other forms of assistance.
4. Processes attendance information and referral information on behalf of Cohort Deans.
5. Make appointments and schedule meetings for staff.
6. Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and software programs.
7. Operates a variety of machinery, equipment, and tools associated with department activities, which may include a typewriter, copy machine, or fax.
8. Responsible for keeping up to date on current technology, as job appropriate, being used by Warren.
9. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
10. Responsible for timely and accurate information they maintain as part of their job responsibilities.

NON-ESSENTIAL FUNCTIONS:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

1. Performs related duties as directed.

ENTRY-LEVEL REQUIREMENTS:

1. **EDUCATION/TRAINING:** High school diploma or GED is required;
2. **EXPERIENCE:** This is an entry level clerical/secretarial position that requires little or no previous experience or training except the knowledge, skills and abilities to perform the essential job functions.
3. **CERTIFICATIONS &/OR LICENSES:** None required.
4. **OTHER:** Ability to perform the essential functions, meet the performance aptitudes, and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

PERFORMANCE APTITUDES:

1. **Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
2. **Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
4. **Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.
5. **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.
6. **Functional Reasoning:** Requires ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.
7. **Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

PHYSICAL REQUIREMENTS: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

ENVIRONMENTAL FACTORS: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

I have received a copy of the Support Staff Handbook and/or directions on how to access the information on the District Website.

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender). The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected

Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

Rev. 9/13/21 PG