

Blackwater Community School Job Description

Job Title: Secretary
Department: Administration
Reports To: Principal
FLSA Status: Non-Exempt
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Summary

Performs routine clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer service to students, parents and staff, data entry and record-keeping. Supplies information regarding the organization to the general public, clients and customers.

Certificates, Licenses, Registrations

Valid Arizona Driver's License
Valid Arizona DPS Fingerprint Clearance Card
Ability to Pass National Criminal Background Screen
Must be fully vaccinated for Covid-19 prior to Reporting on duty

Education and/or Experience

Minimum High School diploma and six months to one-year related experience and/or training; or equivalent combination of education and experience. Experience with Native American School Systems preferred.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Answers telephone to provide information, conveys messages/ takes messages, transfers calls and runs errands.
- Assists the Truancy Aide and Attendance Secretary with inputting and monitoring daily student attendance.
- Contacts families and mails out notices.
- Proofreads records or forms.
- Sorts and files record, addresses envelopes or packages, photocopies documents, and stuffs envelopes by hand.
- Prepares bus notes according to phone calls or notes from students' parents/guardians.
- Communicates via radio w/bus drives regarding last minute changes, student pickup or drop-off issues, and/or parent concerns.
- Greets visitors to school, determines nature of business, and directs visitors to destinations.
- Stamps sorts and distributes mail.
- Writes, types or enters information into computer to prepare correspondence, bills, statements, receipts, checks or other documents, copies information from one record to another.
- Composes or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.
- Maintains and updates the employee mailbox system.

- Maintains and updates the school's marquee.
- Participates as part of a whole school team, and attends staff meetings and professional development as required.
- Establishes and maintains cooperative relationships with other staff members, parents and community members.
- Cooperates with the administration in planning activities and events at the school.
- Promotes the welfare of children and supports the school in safeguarding children.
- Promotes the aims and objectives of the school and maintains its philosophy of education.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Supervisory Responsibilities

This position has no supervisory responsibility.

Skills and Abilities: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Problem solving skills including using reason even when dealing with emotional topics.
- Ability to write clearly and informatively, presents numerical data effectively, read and interpret written information.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to consistently be at work and on time.
- Ability to read and interpret documents such as safety rules, write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure.
- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software, Student Management Software applications as approved by the school

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

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.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

I, _____, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Signature

Date