

**POSITION DESCRIPTION ADDENDUM FOR:  
Preschool Secretary: Enrollment**



*The information listed under Specific Essential Duties is in addition to the information provided on the basic Preschool Secretary position description.*

**SPECIFIC ESSENTIAL DUTIES**

Reviews, updates, and maintains immunization records to ensure compliance with state and district requirements. Prepares and submits Annual Immunization Report to Utah State Health Department.

Enrolls the student in PowerSchool and determines the applicable SCRAM coding from data provided to complete the SPED Special program data in Power School for enrollment and funding purposes.

Compares PowerSchool Special Program SCRAM to Goalview SCRAM for accuracy in accounting, funding, and December 1 count.

Maintains and updates email and phone lists for parent contacts, emergency plans, and notification of special events.