

Job Title: Secretary - Preschool UPSTART Program
Department: Preschool
Reports To: Preschool Coordinator & Preschool Administrator
FLSA Status: Non Exempt
Salary Schedule: SC Lane 08



SUMMARY

The Secretary for the Preschool UPSTART Program primary responsibility is to be a liaison with the Waterford.org UPSTART Program and provide secretarial support for the WCSD Preschool program. This position is temporary and funded by a grant; therefore, the position will end when the grant funding ends (anticipated end date October 2024).

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Facilitates a May webinar to WCSD teachers for Waterford to describe the UPSTART Program to encourage participation.

Facilitates Waterford's participation in parent nights at all elementary schools.

Facilitates Waterford's participation at kindergarten roundup events at all elementary schools.

Coordinates use of facilities for UPSTART-related events.

Updates WCSD website and WCSD elementary schools' websites to include Waterford UPSTART description and a link for registration.

Facilitates "backpack" distribution to homes of WCSD elementary school students.

Disseminates emails from the WCSD Superintendent, twice per year, to encourage participation in UPSTART Program.

Shares social media posts to encourage participation in program.

Communicates with teachers regarding enrollment in program.

Participates in training courses provided by Waterford.

Acts as an UPSTART resource for all elementary teachers and parents in WCSD.

Proactively works to meet registration goals.

Meets with Waterford recruitment staff and WCSD leadership to report on progress and discuss additional recruitment strategies as well as receive data from Waterford related to enrollment, usage, and outcomes.

Updates Preschool Coordinator & Administrator on program related information.

Answers incoming calls to provide information, take messages, or transfer calls.

Greets visitors and refers them to appropriate support staff.

Routes incoming and outgoing mail and correspondence.

Performs other secretarial duties such as composing correspondence, memorandum, faxes and other printed materials; maintaining office filing system.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to use financial software, spreadsheets (e.g. Microsoft Excel, Google Sheets), and documents (e.g. Microsoft Excel, Google Docs).

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to understand financial procedures, policies, and laws. Ability to communicate financial data to non-financial personnel.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

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 regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. 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 noise level in the work environment is usually moderate.

Prepared By: Preschool Coordinator			Date: 10/23/2023
Approved By: Assistant Director, Human Resources			Date: 10/25/2023
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	

