



Job Title: Preschool Secretary
Department: Preschool
Reports To: Preschool Coordinator II
FLSA Status: Non Exempt
Salary Schedule: SC Lane 06

SUMMARY

The Preschool Secretary performs clerical duties directly related to office management in the Preschool Department. Some detailed data entry may be required for this position. Performs additional duties as identified in addendums when assigned.

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.*

Primary responsibility includes managing the front desk and ensuring the safety and security of the building, including site emergency plans and facilitation of drills.

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

Greets visitors and refers them to appropriate support staff.

Collects and maintains enrollment information for Special Education and Title I Preschool Program students and private pay students.

Reviews, updates and maintains immunization records to ensure compliance with Preschool requirements.

Organizes inventory for Preschool sites.

Assists in creating and maintaining student files, records, and reports according to school, state and federal regulations. Must be detailed oriented and accurate with assessing reports.

Orders supplies for site, collects private pay tuition, and then submits deposits to accounting office in a timely manner following district policy.

Maintains employee time and attendance records for Preschool sites.

Maintains Google Docs for staff and student assignments.

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.

Performs other duties outlined in the following addendums when assigned

- Finance
- Assessment Scheduler
- Data & Compliance
- Enrollment
- Grant Compliance

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.*

Proficient with computer applications for word processing, preparing spreadsheets, and entering data using specialized software; must become familiar with student information systems to perform related tasks. Must have proficient typing, 10-key calculator, and computer skills.

Must be self-motivated and able to follow through on varying assignments and possess good human relation skills to work with administrators, teachers and parents in an effective, pleasant manner.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

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 variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the 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 will occasionally work near moving mechanical parts.

The noise level in the work environment is usually quiet.

Prepared By: Preschool Coordinator II		Date: 10/23/2012
Approved By: Executive Director, Human Resources		Date: 10/23/2012
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Preschool Coordinator II
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Preschool Coordinator II
<input type="checkbox"/> Review	<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:	