

Job Title: Secretary, Utah Online Schools
Department: Utah Online Schools
Reports To: Utah Online Administrators
FLSA Status: Non Exempt
Salary Schedule: SC lane 08



SUMMARY

Under general supervision, performs secretarial work in a online public school setting. Responsibilities include, but not limited to, varied office clerical tasks, contact with students, parents, and others, and exercising considerable independence and judgement in performing their tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular 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.*

Answers and screens telephone calls to provide information, take messages, or transfer calls.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence when needed.

Maintains calendar and website for school.

Prepares, consolidates, submits and maintains employee time and attendance records .

Answers questions from students and parents regarding curriculum issues or directs questions to the appropriate teacher.

Directs questions regarding tutoring services to appropriate teacher.

Prepares agendas and schedules, reserves facilities for training and testing, and maintains information.

Assists Utah Online Schools administration and staff with testing and assessment processes.

Maintains and updates student testing records, reports, and other essential materials.

Designs and organizes filing systems; acts as custodian of records.

Estimates and plans budget requirements and reports. Maintains and prepares information needed for budget purposes.

Accepts and deposits funds for school fees.

Disburses funds, records financial transactions, and audits and balances student organization and other school fund accounts.

Monitors, arranges and records travel schedules and reservations; arranging complex and detailed travel plans and itineraries, compiles documents for travel-related meetings.

Orders and maintains supplies, and arranges for equipment maintenance.

Performs minor maintenance and repair of office machines and copiers.

Collects and maintains student attendance records and reports, confers with teachers and administration about attendance and credit issues.

Understands and computes transcripts, class credits, and standardized test scores according to district, state, and federal policies and regulations.

Obtains student information by calling other schools, professional agencies, and parents.

Talks with student encountering problem and resolves problem or directs student to other worker.

Studies new regulations and applies them in preparing reports and maintaining records.

Creates and maintains database and spreadsheet files.

Updates computer data files with a wide variety of student information.

Compiles and files student grade reports and other school records.

Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.

Maintains records and reports school statistical minority information in accordance with applicable State and Federal laws.

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.*

Must have knowledge of various school district software systems and internet experience.

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 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.

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, and color vision.

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 quiet. The work schedule may be days and evenings.

Prepared By: Utah Online Coordinator		Date: 06/07/2006	
Approved By: Executive Director, Human Resources		Date: 07/18/2006	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 06/28/2012
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 07/11/2017
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<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:	