

# BAKER SCHOOL DISTRICT 5J

## POSITION DESCRIPTION

Rev. 5/23/05  
Board Review: 6/21/05

### POSITION TITLE/ASSIGNMENT

**POSITION TITLE:** Secretary II  
**REPORTS TO:** Building Principal/Supervisor

### POSITION OVERVIEW

Provide assistance and secretarial support to the principal, perform office duties and provide assistance to staff, students and the general public.

### RESPONSIBILITIES/DUTIES

1. Handle, type, file, and maintain confidential information (evaluations, etc.)
1. Register students and maintain student records including immunization status, test scores, attendance records, accident reports, and insurance.
2. Input and retrieve data in a timely fashion on the student services system.
3. Complete a high volume of data entry work with speed and accuracy. Input, format, edit, and retrieve data on a computer, calculator, and other technical equipment. Format and complete extensive projects in a timely manner. Draft, design, input, and assemble work from rough drafts through the finished product.
4. Assist with budget preparation, order and distribute supplies and textbooks, and maintain purchase order information.
5. Perform bookkeeping tasks which includes handling money, receipts and bank deposits.
6. Dispense medication and perform minor first aid.
7. Perform general office duties including but not limited to: greeting the public, telephone operations, typing and filing, scheduling appointments, and mail handling.
8. Coordinate substitutes for certified and classified employees.
9. Train and/or supervise office assistants, parent volunteers, and student assistants.
10. Coordinate/reserve use of building facilities.
11. Participate in in-service and/or professional development programs, funded by the district, when requested by administrator/supervisor.
12. Maintain confidentiality in all areas.
13. Comply with all applicable district, state, and federal policies and laws.
14. Perform other duties as may be assigned.

### QUALIFICATIONS

1. Must be able to multi-task efficiently.
2. Must have a working knowledge of computers and office equipment.
3. Must be able to work independently as well as with employees and/or administrators in a positive, productive manner.

### EDUCATIONAL/VOCATIONAL REQUIREMENTS

1. High school diploma or equivalent.
2. Computer and typing proficiency.
3. Experience helpful.



**BENDING/STOOPING:** Occasionally (up to 1/3 of the time)

Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side-to-side.

**KNEELING/CROUCHING:** Occasionally (up to 1/3 of the time)

Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.

**REACHING:** Constantly (2/3 or more of the time)

Extend the hands and arms in any direction.

**HANDLING:** Constantly (2/3 or more of the time)

Seize, hold, grasp, turn or otherwise work with the hand or hands.

**FEELING:** Occasionally (up to 1/3 of the time)

Perceive such attributes of objects and materials, such as temperature, or texture by means of receptors in the skin, particularly the fingertips.

**ROTATION:** Frequently (1/3 to 2/3 of the time)

Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

**TALKING:** Constantly (2/3 or more of the time)

Express or exchange ideas by means of the spoken word to impart oral information and to convey detailed spoken instructions accurately.

**HEARING:** Constantly (2/3 or more of the time)

Perceive the nature of sounds by the ear. Must be able to hear/understand communication from the public via the telephone. Must be able to perceive the sounds of machines and equipment to detect possible faulty operation. Must be able to hear alarms and distress sounds.

**SEEING:** Constantly (2/3 or more of the time)

Obtain impressions through the types of shape, size, distance, motion, or other characteristics of objects. Must be able to distinguish printed and handwritten information to interpret data. Must be able to see physical hazards.

### **SPECIALTY SKILLS**

1. Working knowledge of keyboarding and word processing.
2. Proficiency in use of office equipment (i.e. telephone system, fax machine, copier, etc.).
3. May require specific training first aid/CPR, at district's expense.
4. May require specific training on office equipment and/or programs, at district's expense.

### **ENVIRONMENTAL CONDITIONS**

**LOCATION:** Inside

Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes. May be required to leave building in

order to do banking.

## LEARNING DEVELOPMENT SKILLS

### **REASONING:**

Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; deal with problems beyond the regular routine.

### **MATHEMATICAL:**

Add, subtract, multiply, and divide all common units of measure. Perform arithmetic operations involving monetary units.

### **READING:**

Read written instructions, data sheets, safety rules, and school board policies.

### **WRITING:**

Write compound and complex sentences employing adjectives and adverbs. Must be knowledgeable of business English, grammar, spelling, and punctuation.

### **COMMUNICATING:**

Communicate clearly and accurately in written and/or oral form using basic English. Speak with poise, voice control, and confidence.

## TEMPERAMENT REQUIREMENTS

### **VARIATION:**

Make frequent changes of tasks involving different aptitudes, technologies, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

### **INTERPERSONAL:**

Must be able to interact and work patiently and cooperatively with students, staff, and patrons.

### **DECISIVE:**

Work independently as well as with others to solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

## ACKNOWLEDGMENT

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Nothing in this position description, or by the completion of any requirement of the position by the employee, is intended to create a contract of employment of any type.

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Signature

\_\_\_\_\_  
Date