

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE 9/27/93

LAST REVISION DATE 10/13/93

BAND & GRADE A-1-3-3

POSITION TITLE Area Learning Center Secretary

IMMEDIATE SUPERVISOR Dave Bucher

SUPERVISOR Maayelle Morlan EMPLOYEE [Signature]

Job Summary (Basic Purpose of Position)

Insures effective office operation for the Area Learning Center with emphasis upon effective office operation and communication between parents, staff and students.

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					EVIDENCE EXISTS THAT:
1.00 Perform general office duties				KNOWLEDGE:	
1.01 Communicate with and greet all visitors, staff, students and parents.	A	5		1. Phone etiquette	1.01 All communications were made to the satisfaction of the supervisor.
1.02 Utilize proper telephone techniques including directing calls, delivering messages and monitoring student use.	A	5		2. District policies	1.02 Proper telephone techniques were utilized.
1.03 Help and advise students when necessary.	A2	2		3. Record keeping	
1.04 Provide information to area schools and agencies.	A	2		4. English skills	1.03 Students were given help when they had questions or needed advice.
1.05 Interact with parents regarding lunch, busing, complaints, illness, schedules and student progress.	A	2		SKILLS:	1.04 Information to area schools was provided.
1.06 Type and do word processing for staff.	A	10		1. Human relations skills	1.05 Interaction with parents was positive and problems were solved.
1.07 Prepare memos, letters and other correspondence.	A	10		2. Time management skills	1.06 All typing and work processing was done according to the satisfaction of the staff.
1.08 Sort and distribute mail.	A	5		3. Operation of office machines	1.07 All correspondence was prepared to the satisfaction of the supervisor.
1.09 Organize and maintain the filing system for staff and students	A	2		4. Bookkeeping procedures	1.08 Mail was sorted and delivered in a timely fashion.
1.10 Prepare transcripts, update computer and building records and communicate with area schools on all matters relating to student records	A2	10		ABILITY:	1.09 The filing system was maintained appropriately.
				1. Communicate effectively	1.10 Student record keeping was completed to the satisfaction of the supervisor.
				2. Perform under pressure	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.11 Maintain a neat and orderly office and work environment.	A	2			1.11 The office was kept neat and orderly resulting in a pleasant work environment.
1.12 Operate all office machines.	A	10			1.12 All office machines were operated effectively.
1.13 Maintain the inventory system including inventory, requisition process, distribution of books and supplies and the distribution of keys.	A	10			1.13 The inventory system was maintained properly.
1.14 Maintain all school records.	A	3			1.14 School records were completed in a timely and accurate manner.
1.15 Manage the school lunch operation including lunch count, participation, deposits, balance sheets and communication with parents.	A	5			1.15 The school lunch operation was conducted to the satisfaction of the supervisor.
1.16 Keep accurate attendance for all students including recording daily absence, completing and recording attends, and maintaining official data for MDE student accounting.	A3	10			1.16 Student attendance was properly maintained and all appropriate MDE records were kept.
1.17 Maintain all student records including registration files and schedules, grades and attendance.	A	2			1.17 All student records were maintained for registration, grades and attendance.
1.18 Manage staff leave request process.	A	1			1.18 All leave requests were completed according to district guidelines.
1.19 Collect data for preparing federal, state and district reports.	A	2			1.19 All state and federal reports were completed in a timely manner.
1.20 Open and lock building daily.	A	1			1.20 Building security was maintained.
1.21 In the absence of teaching staff, monitor student behavior.	A2	5			1.21 Student behavior was maintained in the absence of the teacher.
1.22 Provide non-supervisory direction to MN CEP workers.	A	2			1.22 MN CEP workers were given help when needed.
1.23 Make deliveries when called upon.	A	1			1.23 Deliveries were carried out in a timely manner.
1.24 Assist staff in correction of papers when time permits.	A2	5			1.24 When necessary, help was given with the correction of student papers.
1.25 Manage resource center in the absence of educational assistant.	A3	5			1.25 Resource center was maintained in the absence of the educational assistant.
1.26 Perform other duties as assigned.					