

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 8/15/2000  
 LAST REVISION DATE 10/2022  
 BAND & GRADE: B-2-2-5

POSITION TITLE Community Education & Early Childhood Programs Secretary

IMMEDIATE SUPERVISOR Community Education Coordinator

**Job Summary (Basic Purpose of Position)**

The Community Education & Early Childhood Programs Secretary has multiple responsibilities for the Community Education & Early Childhood programs. This position is essential to the on-going process, development and maintenance of a comprehensive, life-long learning system for which effective office operation, management and open professional communication is needed.

**SUPERVISOR**

**EMPLOYEE**

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 You 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					
1.0 <b>Secretarial/Clerical Assistance for Community &amp; Early Childhood programs.</b>				<b>Knowledge of:</b>	
1.01 Compose and/or edit and type correspondence, reports, financial spreadsheets and back to school orientation materials.	B2	D		1. District policies and procedures.	1.01 Correspondence, reports, spreadsheets and orientation materials were prepared on time without errors.
1.02 Develop and maintain files, file documents; maintain Early Childhood Screening files.	B2	D		2. Applicable state and federal regulations.	1.02 Early Childhood files were prepared and maintained accurately.
1.03 Greet and screen visitors and calls; determine when incoming calls involve crisis situations and relay information, calls and messages to appropriate staff; navigating multiple Google calendars for student/parent appointments with the Early Childhood Special Education (ECSE) and speech pathologists.	A1	D		3. Community and student concerns/needs.	1.03 Interactions and referrals were handled correctly and promptly and on file.
1.04 Communicate with students, parents/guardians, community members and staff to answer inquiries on various subjects related to Community Education operations/programs (ECFE, Preschool, and student/adult Community Education classes)	B2	D		4. Professional business correspondence.	1.04 Communications were handled professionally and accurate information was provided.
				5. Past practices and location of records.	
				6. Computer technology, including student management database.	
				7. Records retention requirements.	
				8. Office routines.	
				9. Building and District Crisis Management Plan.	
				10. Student management system software.	
				11. Proper telephone etiquette.	
				12. Record keeping.	
				13. Personal computer operating systems	

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1.05 Monitor student behavior in the building office and ensure a professional positive office environment; may supervise students sent to the office for disciplinary intervention, illness and/or awaiting parent pick-up.	B2	D		14. PC printers and peripherals. 15. State Early Education codes. 16. Student registration process. 17. Google email and calendaring. 18. Human relations. 19. Various public agencies and offices serving children and families.	1.05 Provided student supervision as required and/or requested to ensure efficient operation of the building.
1.06 Announce lock down notifications, assist with fire drills, tornado drills following emergency procedure protocol.	A1	D			1.06 Announced and assisted with safely drills consistent with emergency response plans.
1.07 Secure and lock the building when required or as directed.	A1	D			1.07 Secured and locked building as needed.
1.08 Maintain student database on the R-school today system.	A1	D		<b>Skill in:</b> 1. Student management database operations. 2. Organization. 3. Verbal and written communication. 4. Typing/word processing. 5. English grammar, spelling and punctuation. 6. Operation of computer hardware and software. 7. Basic accounting/recordkeeping. 8. Maintaining accurate records. 9. Filing.	1.08 Maintained accurate student management database records.
1.09 Maintain student data on the student management database.	A1	D			1.09 Maintained accurate student management database records.
1.10 Assist community members with online registration for: ECFE classes, School Readiness (preschool) classes, Early Childhood Screening appointments, and Bemidji Community Education classes; take tuition payments, make collection telephone calls on overdue accounts, assist with class transfers, give credits when appropriate, make refunds when necessary and distribute Community Education "gift cards".	B2	D			1.10 Assisted community members with online registration and payments.
1.11 At the start of each school year, schedule preschool orientation meetings with new families and prepare orientation documents.	A1	D		<b>Ability to:</b> 1. Communicate effectively. 2. Plan and organize. 3. Manage time. 4. Maintain confidentiality. 5. Work with statistical information.	1.11 Scheduled preschool orientation meetings and prepared all orientation documents.
1.12 Assist during student drop off and pick up each day.	A1	D			1.12 Assisted in student drop-off and pick-up functions daily.
1.13 Ensure safety and confidentiality of data; add/remove users from RschoolToday database as needed.	A1	D			

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1.14 Problem solve, support and request action to fix technical problems on the RschoolToday database; assist/train staff and public users with RschoolToday system.	B2	D		6. Perform mathematical operations.	1.14 Provided staff with assistance and training regarding operation of the student management database systems.
1.15 Complete special projects as assigned by the Community Education Coordinator, ECFE/SR Lead Teacher and preschool teachers.	B2	D		7. Work cooperatively with others.	1.15 Completed special projects as assigned.
<b>2.00 Student Record Management</b>				8. Make decisions.	
2.01 Complete and collect documentation for each Early Childhood screening file that initiates a cumulative file for each of the 350-375 pre-K students each year.	A1	W		9. Establish positive relationships.	2.01 Collected information and initiated cumulative files for each student.
2.02 Record and maintain the student management database record for each student's Early Childhood screening results for local and state records/reports.	A1	W		10. Operate and maintain office machines.	2.02 Maintained the student management database record for each student with 100% accuracy.
2.03 Assist the ECFE/SR Lead Teacher with annual Early Childhood screening reporting.	B2	A		11. Cope and deal with various problems and personalities.	2.03 Assisted with annual Early Childhood screening reports.
2.04 Contact parent/guardians regarding any failed Early Childhood screenings (hearing, vision and social-emotional); and document the results in the student management database.	B2	M		12. Perform under stressful situations and with frequent interruptions.	2.04 Contacted parents/guardians as needed and recorded results in the student management database systems.
2.05 Ensure that all referrals to ECSE are received for special education and speech evaluations; record evaluation results in the student management database.	A1	M		13. Resolve problems	2.05 Verified receipt of special education referrals by ECSE staff and recorded information on student management databases.
2.06 Prepare and transfer student Early Childhood screening files to the applicable elementary school (within District and outside of the District).	A1	A		14. Work under pressure and stress to meet deadlines.	2.06 Transferred records/files as needed.
				15. Demonstrate consistent and reliable attendance.	
				16. Professionally manage calls to individuals with overdue accounts.	
				17. Work independently.	
				18. Stay calm and direct staff and students during building emergencies.	
				19. Give instruction and training as directed.	
				20. Manage work time.	
				21. Handle student database problems promptly and efficiently.	
				22. Collaborate with other agencies.	

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2.07 Run reports from the student management database to identify enrolled students, ages 3-5, who require and Early Childhood screening within 90 days of the start of each school year; send parent/guardian consent packets home with students; gather returned documents; and create screening files.	B2	A			2.07 Prepared reports and consent packets, collected completed documents and prepared screening files.
2.08 Copy and electronically transmit screening results for each Head Start student to appropriate facility/site staff.	A1	W			2.08 Prepared and transmitted screening results to Head Start staff.
<b>3.00 Personnel/Office Management Functions</b>					
3.01 Inventory and order office supplies, design forms as needed, and maintain a neat and orderly office to ensure materials are easily accessible.	B2	D			3.01 Office materials were available and organized.
3.02 Maintain purchase order records: items received, items returned, and items purchased.	A1	D			3.02 Records maintained, accurate and available for review.
3.03 Maintain inventory of district forms and disseminate to staff as needed.	A1	D			3.03 Forms are on hand and available to staff as needed.
3.04 Process and file leave request forms for all program staff.	A1	D			3.04 Leave forms processed for program staff.
3.05 Monitor daily substitute staffing needs and work with substitute staffing provider and program staff to ensure substitute needs are met.	B2	D			3.05 Reviewed substitute staffing needs each day.
3.06 Communicate with substitute staffing provider to ensure new employees are established on the automated substitute staffing system.	B2	A			3.06 Notified substitute staffing provider of all staff changes.
3.07 Submit requests for new employee ID badges and keys for appropriate building/classroom.	A1	A			3.07 Requested ID badges and keys for all new staff.

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3.08 Maintain accurate record of telephone extensions for program staff and complete change forms as needed.	A1	A			3.08 Ensured telephone directory information is up to date.
<b>4.00 Student Registration</b>					
4.01 Register all new ECFE, School Readiness and Voluntary Pre-K (VPK) students on the appropriate student management database.	B2	D			4.01 Student registrations recorded accurately.
4.02 Complete annual update(s) for the applicable student management database.	A1	A			4.02 Updates completed annually.
4.03 Maintain current and accurate parent/student data within the applicable student management database, including: 1. Address 2. Head of Household Information 3. School Attendance Area 4. Township/Section 5. Telephone numbers 6. Emergency contact information	A1	D			4.03 Family information is accurate and up to date.
<b>5.00 MARSS System</b>					
5.01 Collect, record and report State of Minnesota MARSS data for all School Readiness and Early Childhood Family Education Programs.	B2	D			5.01 Data obtained and recorded accurately.
5.02 Manage the collection and recording of SR and ECFE information throughout the student registration process.	B2	D			5.02 Information obtained and recorded accurately.
5.03 Attend appropriate training to maintain an effective working knowledge of the MARSS system requirement for early education programs.	B2	A			5.03 Attended relevant training to ensure current knowledge of programs and systems.

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5.04 Assist District MARSS staff with local edits to correct early childhood errors and reprocessing data.	A1	D			5.04 Corrected errors quickly and accurately.
<b>6.00 Early Childhood Screening</b>					
6.01 Schedule appointments (approximately 350-375 per school year), email or USPS mail required paperwork to parents/guardians prior to appointment, collect all paperwork as child/parent arrives for Early Childhood screening, make copies of immunization records and student's birth certificate.	A1	D			6.01 Scheduled appointments and provided necessary notifications to parents/guardians and District staff.
6.02 Telephone and/or email reminders for all Early Childhood screening appointments.	A1	W			6.02 Reminders were sent at least 24 hours before scheduled appointments.
6.03 Create and maintain the Early Childhood screening file for each student with all proper documents.	B2	W			6.03 Files were created for each student.
6.04 Greet families as they arrive, collect and score the ASQ SE form.	A1	W			6.04 Welcomed families and collected and scored forms.
6.05 Collect height, weight, hearing and vision information from students upon arrive and record this information in the student's file.	A1	W			6.05 Collected and recorded information accurately.
6.06 Collect, copy, scan and send screening information to Head Start, parents/guardians (upon request) and any other requesting school districts.	A1	W			6.06 Provided information to Head Start and/or other schools as appropriate.
6.07 Accurate data entry of all Early Childhood screening information into student management database.	A1	W			6.07 Screening information accurately recorded in the student management databases.

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<b>7.00 Community Education Finance Reporting</b>					
7.01 Accurately report monthly credit card totals for transfer of funds between Community Education programs (Adult Enrichment, Aquatics, Youth Enrichment, ECFE, School Readiness).	B2	M			7.01 Accurately reported payment totals for all programs.
7.02 Prepare tuition invoices for all School Readiness (SR) and Early Childhood Family Education (ECFE).	B2	M			7.02 Prepared tuition invoices accurately.
7.03 Make tuition balance adjustments for any students receiving Pathway I, Pathway II, VPK, or BSU Child Care Scholarships.	B2	M			7.03 Adjusted tuition balances in accordance with established rules/policies/guidelines.
7.04 Make tuition adjustments for students receiving Early Childhood Special Education (ECSE) services.	A1	M			7.04 Adjusted tuition balances in accordance with established rules/policies/guidelines.
7.05 Make tuition balance adjustments for families with approved reduced tuition agreements.	A1	M			7.05 Adjusted tuition balances in accordance with established rules/policies/guidelines.
7.06 Make monthly tuition collection calls for all past due accounts.	A1	M			7.06 Contacted individuals with overdue accounts.
7.07 Prepare receipts for all ECFE/SR participants.	A1	M			
7.08 Prepare deposits for Community Education programs: record all checks, credit card and cash payments; prepare receipt summary forms; code to correct account(s) and submit to the District Office.	A1	W			7.07 Prepared receipts for tuition payments.
7.09 Maintain Parent Advisory Council (PAC) Revolving Account records for purchases and fundraising income.	A1	M			7.08 Prepared and processed deposits to correct accounts in a timely and secure manner.
7.10 Provide account summary for PAC meetings.	B2	M			7.09 Account maintained accurately.  7.10 Account summary provided prior to each PAC meeting.

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7.11 Review PAC Revolving Account with finance secretary annually.	B2	A			7.11 Annual review completed.
<b>8.00 ECFE &amp; School Readiness Programs</b>					
8.01 Create and maintain each ECFE and preschool class within the student management database annually.	A1	A			8.01 Classes are created within the student management database systems.
8.02 Calculate the number of days each class meets, enter days and times of each class, and assigned instructor.	A1	A			8.02 Data collected and entered into student management database systems.
8.03 Enter individual students into the preschool classes once supervisory and teaching staff have assigned students to classrooms.	A1	A			8.03 Students are enrolled in the correct classes within the student management database systems.
<b>9.0 Other</b>					
9.01 Perform other duties as assigned by supervisory staff.	A1/B2	D			9.01 Completed assigned duties to the satisfaction of assigned supervisor staff.