

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

POSITION TITLE: AEC Secretary

ORIGINATION DATE: 9/27/93

LAST REVISION DATE: May 2020

BAND & GRADE: A-1-3-3

IMMEDIATE SUPERVISOR: Principal

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

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

Provide clerical/secretarial assistance and support to the Principal to ensure effective office operations and communications with students, school staff, facility/agency staff, and school district administrators. Facilitate record keeping and the maintenance of records and information to ensure compliance with District and State policies and procedures.

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					
1.00 SECRETARIAL/CLERICAL DUTIES 1.01 Compose, edit and type correspondence, reports and materials. 1.02 Develop and maintain files; file documents; and maintain historical records. 1.03 Greet and screen visitors and calls. Relay information, calls and messages to appropriate staff. 1.04 Maintain student review calendars for staff. 1.05 Communicate with students, social workers, parents/guardians, staff and others to answer inquiries on various subjects related to school operations. 1.06 Monitor student behavior in the building office and ensure a professional and positive office environment. 1.07 Maintain school/classroom budget management systems as directed by the program Principal.	A1			Knowledge of: 1. District policies and procedures. 2. Applicable state and federal rules and regulations. 3. Community and student concerns. 4. Correct grammar, usage, spelling and punctuation. 5. Composition of letters and reports. 6. Past practices and location of historical information. 7. Computer technology. 8. Record retention policies.	1.01 Prepared documents accurately and within established deadlines. 1.02 Files are maintained in a neat and orderly manner. 1.03 Visitors and calls were screened and referred to appropriate staff in a timely manner. 1.04 All student reviews were put on calendar in a timely manner. 1.05 Questions were answered accurately and in a professional manner. 1.06 Office environment is orderly and welcoming. 1.07 School/classroom budget database is up to date.

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

<p>1.08 Collect and prepare data for federal, state and local reports; including but not limited to: MDE Learning Year Program Credit Report, Impact Aid, student discipline/incidents, and attendance.</p> <p>1.09 Prepare requisitions for office and teacher supplies and healthy snack orders when needed.</p> <p>1.10 Develop layout, edit and prepare brochures as needed.</p> <p>1.11 Communicate with District student database secretary to ensure accuracy of student information.</p> <p>1.12 Assist building staff with student database system.</p> <p>1.13 Complete special projects as assigned.</p> <p>1.14 Prepare and process purchase orders.</p> <p>1.15 Schedule meetings, intakes and appointments as requested.</p> <p>1.16 Complete annual edit and preparation of school handbook.</p>	A1			<p>9. Office and district routines.</p> <p>10. Building and district crisis management plans.</p> <p>11. Student management system/software.</p> <p>12. Proper telephone etiquette.</p> <p>13. Record keeping.</p> <p>14. State codes for student management system.</p> <p>15. Inventory and supply usage.</p> <p>16. Substitute staffing procedures.</p>	<p>1.08 Data for federal, state and local reports was collected and prepared in a timely manner.</p> <p>1.09 Requisitions for supplies and snacks were prepared in a timely manner.</p> <p>1.10 Brochures are edited and updated as necessary.</p> <p>1.11 Updates were communicated to district student database secretary.</p> <p>1.12 Provided assistance to building staff in a timely manner.</p> <p>1.13 Special projects were completed to the satisfaction of the Principal.</p> <p>1.14 Purchase orders were prepared and processed accurately and timely.</p>
<p>2.00 STUDENT RECORDS MANAGEMENT</p> <p>2.01 Add new students to the student database/records system and drop students no longer attending.</p> <p>2.02 Maintain current and accurate student information on the student database/records system by completing all necessary changes to include: addresses, telephone numbers, resident district, and parent/guardian information.</p> <p>2.03 Maintain student cumulative and electronic files.</p> <p>2.04 Compile data for grade reports, record grade data on the student database system, print transcripts as requested and distribute to students/guardians.</p>					<p>Ability to:</p> <p>1. Communicate effectively.</p> <p>2. Plan and organize.</p> <p>3. Manage time.</p> <p>4. Maintain confidentiality.</p> <p>5. Work with statistical information.</p> <p>6. Perform mathematical operations.</p> <p>7. Work cooperatively.</p> <p>8. Make decisions.</p> <p>9. Establish positive relationships.</p> <p>10. Operate and maintain office machines.</p>

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

<p>2.05 Review cumulative files of students transferring to another building within the district or transferring to another school.</p> <p>2.06 Provide student data as requested by various agencies and schools requesting transfer records in accordance with data privacy regulations.</p> <p>2.07 Set up, maintain and update the master schedule.</p> <p>2.08 Enter all required and elective classes for each student.</p> <p>2.09 Compile active student lists and distribute to staff.</p> <p>2.10 Maintain student attendance/seat time records and prepare related reports.</p> <p>2.11 Request student records from prior school(s) of attendance as needed.</p> <p>2.12 Assist with student credit reviews to determine appropriate class schedules.</p> <p>2.13 Send notification to appropriate high school staff for students who have completed graduation requirements.</p>				<p>11. Perform under stressful situations with frequent interruptions.</p> <p>12. Resolve problems.</p> <p>13. Meet deadlines.</p> <p>14. Demonstrate consistent and reliable attendance.</p> <p>15. Work with probation officers and social workers in a professional manner.</p> <p>16. Maintain accurate records.</p> <p>17. Work independently.</p>	<p>2.04 Grade reports are accurate, recorded and distributed within established deadlines.</p> <p>2.05 Files are reviewed and prepared to ensure all records are available for transfer.</p> <p>2.06 Student data is released in accordance with applicable data privacy policies and procedures.</p> <p>2.07 Master schedule is accurately created and maintained.</p> <p>2.08 Student schedules are entered accurately and in a timely manner.</p> <p>2.09 Active student lists created and distributed to staff.</p> <p>2.10 Student attendance and seat time records and reports are completed in a timely manner.</p>
<p>3.00 ASSIST WITH PERSONNEL MANAGEMENT FUNCTIONS</p> <p>3.01 Edit, prepare and disseminate staff information.</p> <p>3.02 Inventory and order office supplies; design forms as needed; and maintain a neat and orderly office.</p> <p>3.03 Prepare and disseminate opening day and last day packets for staff.</p> <p>3.04 Prepare and disseminate summer school packets for staff.</p> <p>3.05 Manage the inventory of district forms and disseminate them to staff.</p> <p>3.06 Check paper and electronic timesheets for accuracy and submit completed timesheets to Human Resources.</p>	<p>A1</p>			<p>Skill in:</p> <p>1. Typing.</p> <p>2. Bookkeeping.</p> <p>3. Filing.</p> <p>4. Organizing.</p> <p>5. Operating office equipment.</p> <p>6. Operation of computer hardware and software.</p> <p>7. Writing.</p> <p>8. Operation of student management system/software.</p> <p>9. Telephone and public relations etiquette.</p>	<p>2.11 Records requested and obtained as needed.</p> <p>2.12 Provided assistance with credit reviews.</p> <p>2.13 Sent notification to Bemidji High School when students have completed graduation requirements.</p> <p>3.01 Staff information was prepared accurately and disseminated on time.</p> <p>3.02 Supplies are ordered and maintained.</p> <p>3.03 Packets are prepared and available to staff.</p>

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

<p>3.07 Process and file leave request forms for all staff. 3.08 Monitor daily substitute staffing needs and work with substitute staffing provider and Principal to ensure substitute needs are met. 3.09 Process and maintain records of requisitions, purchase orders and other district forms.</p>					<p>3.04 Summer school packets are prepared and sent to staff. 3.05 Inventory of forms is maintained. 3.06 Time sheets are accurate and sent to Human Resources in a timely manner.</p>
<p>4.0 STANDARDIZED TESTING</p>	A1				<p>3.07 Leave requests are accurate and sent to Human Resources in a timely manner.</p>
<p>4.01 Assist building and district staff with the administration of federal, state and district standardized tests and assessments.</p>					<p>3.08 Reviewed daily substitute needs and communicated with substitute staffing provider to ensure needs are met.</p>
<p>4.02 Compose and/or edit testing information and correspondence for parents/guardians, staff and students.</p>					<p>3.09 Purchase orders are processed and records maintained.</p>
<p>4.03 Assist with other testing duties as directed by appropriate administrative staff.</p>					
<p>5.0 OTHER DUTIES AND SPECIAL PROJECTS AS ASSIGNED</p>	A1				<p>4.01 Federal, state and district standardized tests are administered in accordance with applicable policies and procedures.</p>
<p>6.01 Assist with school programs as directed by Principal.</p>					<p>4.02 Testing information was sent to parents/guardians in a timely manner. 4.03 Assisted with other testing duties as assigned.</p>
					<p>5.01 Assisted with school programs or projects as directed</p>