

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: 11/06/98
 LAST REVISION DATE: April 2012
 BAND & GRADE: A-1-2-2

POSITION TITLE: Secretary – Adult Basic Education (including GED),
 Early Childhood Family Education (ECFE), Early Childhood Special Education,
 and School Readiness

IMMEDIATE SUPERVISOR: Community Education Coordinator/ECSE 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.

This secretary position has multiple responsibilities including office operation, management, reporting and communications for Early Childhood Family Education (ECFE), School Readiness, Early Childhood Special Education, Adult Basic Education (ABE) and GED testing.

REGULAR ROUTINE DUTIES	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 Communicate information to the public, media and staff regarding classes, schedules and information about the following programs: ECFE, School Readiness, ECSE, ABE and GED testing.	A1	D65%		KNOWLEDGE OF: 1. Communication and human resource skills. 2. Proper telephone etiquette. 3. Good verbal communication for courteous and effective interactions with the public. 4. Familiar with various public agencies. 5. Knowledge of GED Test protocol. 6. Excellent organizational	1.00 Program information, interactions and referrals will be handled correctly and promptly.
1.01 Act as first point of contact for all school district programs housed in the Community Service Center.	A1				1.01 Calls are answered promptly and directed to appropriate staff for response.
1.02 Help and advise patrons of all programs regarding: cancelled programs, changed programs, complaints, program locations and times, special events, childcare provisions, payment plans, participant placement, availability of staff, and schedule of facilities.	A1				1.02 Interactions and referrals were handled correctly and promptly.
1.03 Direct volunteers and substitute employees for all programs. Provide orientation to early	A1				1.03 Appropriate information and direction has been provided for the

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<p>childhood substitutes including parking permits, building orientation and classroom/supply location. Provide orientation to ABE subs including parking, building orientation and ABE procedures. Serve as Kelly Services Contact.</p> <p>1.04 Provide receptionist support to ECFE, ECSE, School Readiness, ABE and GED. Greet and direct the public. Be a resource of community information. Maintain family resource center library.</p>	<p>A1 A1</p>			<p>skills.</p> <p>7. Good verbal and written communication.</p> <p>8. Ability to handle patrons complaints.</p> <p>9. Excellent English grammar, spelling and punctuation skills.</p> <p>10. Good computer skills.</p> <p>11. Operates and maintains office equipment.</p> <p>12. Basic accounting skills and record keeping.</p> <p>13. Operates a friendly atmosphere for all public.</p>	<p>effective use of volunteers and substitutes.</p> <p>1.04 All program visitors are greeted promptly and directed to appropriate services.</p>
<p>2.00 Develop and manage office procedures in an efficient manner.</p>	<p>A1</p>	<p>D30% W 5%</p>			
<p>2.01 Maintain client friendly office area.</p>	<p>A1</p>				<p>2.00 Office procedures are established and office runs efficiently.</p>
<p>2.02 Be aware of daily appointment schedule for ECFE and ECSE staff.</p>					<p>2.01 The office is welcoming and inviting.</p>
<p>2.03 Coordinate and manage early childhood screening for all 0-5 year olds: schedule appointments, schedule staff, set up for screening, order and inventory supplies, communicate appointment changes, prepare families for screening with proper paperwork, do reception and/or hearing or vision screening; arrange for and complete retesting when required for hearing and vision.</p>	<p>A1 A1 A1</p>			<p>SKILL IN:</p> <p>1. Typing at a rate of 65 WPM Net.</p> <p>2. Computer and software use.</p> <p>3. Filing</p> <p>4. Organizing.</p> <p>5. Operating office equipment.</p> <p>6. Telephone and public relations etiquette.</p>	<p>2.02 Maintains daily staff appointment schedules.</p> <p>2.03 Screenings are scheduled, facility arrangements made, and all materials are available to conduct the screenings.</p>
<p>3.00 Complete secretary responsibilities for programs in the Community Services Center, BSU Campus Preschool, and District Education Center: Compile and type all class schedules; take minutes at ECFE, ECSE and ABE meetings; type and mail staff meeting agenda and minutes; edit, proof and type program correspondence and flyers; receive</p>	<p>A1 A1 A1</p>			<p>ABILITY TO:</p> <p>1. Cope and deal with various problems and personalities.</p> <p>2. Communicate effectively</p>	<p>3.00 Office duties are completed.</p>

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<p>and deliver messages for all staff; request ID badges; communicate about emergency drills and emergencies; distribute and inventory keys.</p> <p>3.01 Responsible for billing, fee collection and tax receipt documentation for participants in ECFE and School Readiness programs.</p> <p>3.02 Receive, receipt, deposit and reconcile all money for: ECFE, School Readiness, GED, Scholastic book orders, Parent advisory council revolving account.</p> <p>3.03 Operate all office machines/equipment and arranges for repairs and technical support when needed: typewriter, calculator, computer, copier, fax, printer, multiple phone lines, intercom.</p> <p>3.04 Determine, order and maintain inventory for ECFE, SR, ECSE: determine amount of supplies needed, submit requisitions, check in supplies and stock supply room, maintain storeroom organization, do Scholastic book order, collect orders and money, order books and distribute.</p> <p>4.00 Maintain required records and reports for all programs and provide reports to staff. Maintain MARCS records by gathering information from staff and submitting it to state. Maintain preschool screening records and provide information to staff for reporting. Maintain registration records and provide class lists to staff.</p> <p>4.01 Maintain confidentiality. Process leave forms for staff, process registration data and fee payments for participants, be aware of health, court and family issues affecting</p>	<p>A1</p>			<p>with staff, students and parents.</p> <ol style="list-style-type: none"> 3. Handled building emergencies. 4. Perform under tension, stressful situations and constant interruptions. 5. Work independently. 6. Give instruction and assist in evaluation. 7. Organize and compile information. 8. Operate and maintain office equipment. 9. Create a friendly atmosphere for public and staff members. 10. Maintain confidentiality. 11. Communicate effectively. 12. Manage time/work priorities. 13. Maintain accurate records. 14. Plan and organize. 15. Work independently. 16. Demonstrate consistent and reliable attendance. 17. Demonstrate sensitivity to and acceptance of cultural differences in clients. 	<p>3.01 Bills are sent in a timely manner and payments are received, receipted and recorded.</p> <p>3.02 Deposits are accurate and prompt.</p> <p>3.03 Office Equipment is used efficiently.</p> <p>3.04 Supplies are maintained, organized and available when needed.</p> <p>4.00 Records are complete, class lists are accurate and state reports are submitted by deadlines.</p> <p>4.01 Confidentiality is maintained.</p>
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<p>registration and programs, know emergency contact information for staff and students, maintain all participant records.</p> <p>4.02 Process and submit forms for staff: check and submit timesheets, submit staff leave forms, submit staff travel reimbursement forms, complete requisitions, complete work orders, complete facility usage requests.</p> <p>4.03 Collect data for preparing Federal, State and District reports. Data on enrollment for ECFE and School Readiness reports; ABE/GED annual reports; preschool screening reports.</p> <p>5.00 Be trained and/or certified to do GED testing and hearing and vision testing.</p> <p>6.00 Perform other duties as assigned.</p>					<p>4.02 Staff forms are submitted in accordance with district procedures.</p> <p>4.03 All federal, state and district reports are deemed accurate and submitted by deadline.</p> <p>5.00 Able to sign off as certified to do testing.</p>
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MINIMUM QUALIFICATIONS: Must be able to obtain and maintain certification to conduct GED Examinations and hearing and vision screening.