

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: September - 1986
 LAST REVISION DATE: October 2008
 BAND & GRADE: A-1-1-1

POSITION TITLE: Copy Room Secretary

IMMEDIATE SUPERVISOR: Middle School Principal

Job Summary (Basic Purpose of Position)

To ensure effective office operation and communication between parents, staff, students, and administration.

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	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 PERFORM SECRETARIAL DUTIES:		D75%		KNOWLEDGE OF:	
1.01 Type and process the daily bulletin; post to the district electronic bulletin board, middle school internet site, and supply hard copies as needed.	A1			1. District policies and procedures.	1.01 The daily bulletin is typed, posted and distributed.
1.02 Maintain and stock office supplies.	A1			2. Building policies and procedures.	1.02 Supplies are available to staff.
1.03 Answer telephone calls, take messages and distribute messages as needed for students, parents and staff.	A1			3. Copy machines.	1.03 Communications with parents, staff and patrons are efficient and courteous.
1.04 Collect and process student activity fees and waiver forms.	A1			4. Copy machine programming.	1.04 Fees are accurately recorded and waiver forms signed and filed.
1.05 Assist students in resolving locker problems.	A1			5. Supply ordering and requisition process.	1.05 Lockers are opened for students or the repair process initiated.
1.06 Issue student admit forms, tardy forms and permissions to leave the building.	A1			6. Understanding of the District student management system.	1.06 Services are performed in a courteous and efficient manner.
1.07 File documents	A1			7. Inventory and supply usage.	1.07 Filing is completed in a timely manner.
1.08 Obtain homework from teachers as requested.	A1			8. Bulk mailing procedures.	1.08 Homework for absent students is collected and available to parents at the time requested.
1.09 Assist and greet parents and visitors.	A1			9. District forms.	1.09 Service is performed efficiently and
1.10 Distribute mail.	A1			10. Word processing.	
1.11 Assume responsibilities of absent office staff as					

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?
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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

requested. 1.12 Assist with bulk mailings. 1.13 Locate student information on the district electronic student information system. 1.14 Assist with sorting and filing leave requests. 1.15 Typing. 1.16 Process new address/telephone number notifications. 1.17 Organize and maintain forms and information in the staff mailroom. 1.18 Record student suspensions/behavior forms on database, send suspension information to the attendance secretary and registrar, print labels and mail suspension notices to parent(s)/guardian(s). 1.19 Perform other duties as assigned.	A1 A1 A1 A1 A1 A1 A1			11. Personal computers and software applications. 12. Extra-curricular fees and policies. 13. Locker locations and combinations. SKILL IN: 1. Typing at a rate of 65 WPM Net. 2. Computer and software use. 3. Filing 4. Organizing. 5. Operating office equipment. 6. Telephone and public relations etiquette.	cordially. 1.10 Mail is distributed to appropriate persons quickly and efficiently. 1.11 Performed the duties of absent office staff as requested. 1.12 Bulk mailings are accurately sorted, counted, and mailed. 1.13 Student information is located and correct information provided. 1.14 Leave forms are filed accurately. 1.15 Materials are typed accurately and completed on time. 1.16 New address/telephone number information is updated in a timely manner. 1.17 Forms and information are available to staff. 1.18 Suspensions and behavior forms are processed accurately. 1.19 Other tasks are completed accurately and in a timely manner.
2.0 COPYING: 2.01 Duplicate materials as requested. 2.02 Complete daily maintenance of copy machines. 2.03 Assign and maintain copy machine user codes. 2.04 Maintain and stock supplies for copy machines. 2.05 Maintain and stock copy paper. 2.06 Maintain on-line meter reads for copy machines. 2.07 Call for service when copy machines require repair.	A1 A1 A1 A1 A1 A1	D25%		ABILITY TO: 1. Maintain confidentiality. 2. Communicate effectively. 3. Manage time/work priorities. 4. Maintain accurate records. 5. Plan and organize. 6. Work independently. 7. Demonstrate consistent and reliable attendance.	2.01 Materials are duplicated accurately and in a timely manner. 2.02 Copy machines are functioning properly at all times. 2.03 User codes are accurately assigned and maintained. 2.04 Supplies are readily available. 2.05 Paper is available and easily accessible. 2.06 Meter reads are updated on a regular basis.