

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

ORIGINATION DATE: \_\_\_

POSITION TITLE: First City School/Alternative Programs Secretary

LAST REVISION DATE: October 2015

BAND & GRADE B-2-1-4

IMMEDIATE SUPERVISOR: Alternative Programs Principal

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

Provide clerical/secretarial assistance and support to the Alternative Education 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.

\_\_\_\_\_  
 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					
<b>1.00 SECRETARIAL/CLERICAL DUTIES</b>				Knowledge of:	
1.01 Compose, edit and type correspondence, reports and materials.	A	5%W		1. District policies and procedures.	1.01 Prepared documents accurately and within established deadlines.
1.02 Develop and maintain files; file documents; and maintain historical records.	A	5%D		2. Applicable state and federal rules and regulations.	1.02 Files are maintained in a neat and orderly manner.
1.03 Greet and screen visitors and calls. Relay information, calls and messages to appropriate staff.		10%D		3. Community and student concerns.	1.03 Visitors and calls were screened and referred to appropriate staff in a timely manner.
1.04 Maintain student review calendars for staff.		10%W		4. Correct grammar, usage, spelling and punctuation.	1.04 All student reviews were put on calendar in a timely manner.
1.05 Communicate with students, probation officers, social workers and staff to answer inquiries on various subjects related to school operations.	A	5%W		5. Composition of letters and reports.	1.05 Questions were answered accurately and in a professional manner.
1.06 Monitor student behavior in the building office and ensure a professional and positive office environment. May supervise students	A	5%D		6. Past practices and location of historical information.	1.06 Office environment is orderly and welcoming.
				7. Computer technology.	1.07 School/classroom budget database

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

sent to the office for disciplinary interventions.		10%W		8. Record retention policies.	is up to date.
1.07 Maintain school/classroom budget management systems as directed by the program Principal.		A		9. Office and district routines.	1.08 Data for federal, state and local reports was collected and prepared in a timely manner.
1.08 Collect and prepare data for federal, state and local reports; including but not limited to: Impact Aid, student discipline/incidents, and attendance.	A	A		10. Building and district crisis management plans.	1.09 Annual school handbook is edited and updated each year.
1.09 Complete annual edit, preparation and distribution of school handbook.	A	A		11. Student management system/software.	1.10 First City School brochure is edited and updated as necessary.
1.10 Develop layout, edit and prepare brochures as needed.	A	A		12. Proper telephone etiquette.	1.11 Updates were communicated to district student database secretary.
1.11 Communicate with District student database secretary to ensure accuracy of student information.	A	5%D		13. Record keeping.	1.12 Provided assistance to building staff in a timely manner.
1.12 Assist building staff with student database system.		5%W		14. Crisis Prevention Intervention (CPI)	1.13 Special projects were completed to the satisfaction of the Principal.
1.13 Complete special projects as assigned.		10%M		15. State codes for student management system.	
2.00 <b>STUDENT RECORDS MANAGEMENT</b>	A			16. Inventory and supply usage.	
2.01 Add new students to the student database/records system.	A	30%D		17. Substitute staffing procedures.	2.01 Student information was accurately and promptly entered.
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.	N/A			Ability to: 1. Communicate effectively. 2. Plan and organize. 3. Manage time. 4. Maintain confidentiality. 5. Work with statistical information. 6. Perform mathematical operations. 7. Work cooperatively. 8. Make decisions. 9. Establish positive relationships.	2.02 All student information was recorded accurately and in a timely manner. 2.03 Immunization information was accurately entered. 2.04 Student records are orderly and accurate. 2.05 Report Cards are accurate, recorded and distributed within established deadlines.
2.03 Enter immunization data for all First City School students.		10%D			2.06 Files are reviewed and prepared to ensure all records are available for
2.04 Maintain student cumulative and electronic files.					
2.05 Compile data for report cards, record report	A				

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

2.06 card data on the student database system, prepare report cards for printing, print report cards and distribute to students. Review cumulative files of students transferring to another building within the district or transferring to another school. 2.07 Provide student data as requested by various agencies and schools requesting transfer records in accordance with data privacy regulations. 2.08 Set up, maintain and update the master schedule. 2.09 Enter class schedule on student database system. 2.10 Enter all required and elective classes for each student. 2.11 Compile quarterly class lists and distribute to staff. 2.12 Compile quarterly student schedules and distribute to students.	A A A A A A	10%W  10%D  15%M  5%D		10. Operate and maintain office machines. 11. Perform under stressful situations with frequent interruptions. 12. Resolve problems. 13. Meet deadlines. 14. Demonstrate consistent and reliable attendance. 15. Work with probation officers and social workers in a professional manner. 16. Maintain accurate records. 17. Work independently.	transfer. 2.07 Student data is released in accordance with applicable data privacy policies and procedures. 2.08 Master schedule is accurately created and maintained. 2.09 Class schedules are edited or created in time for data entry. 2.10 Student schedules are entered accurately and in a timely manner. 2.11 Class lists created and distributed to staff. 2.12 Student schedules are created and distributed to students.
<b>3.00 ASSIST WITH PERSONNEL MANAGEMENT FUNCTIONS</b> 3.01 Edit, prepare and disseminate staff information. 3.02 Inventory and order office supplies; design forms as needed; and maintain a neat and orderly office. 3.03 Prepare and disseminate opening day and last day packets for staff. 3.04 Prepare and disseminate summer school packets for staff. 3.05 Manage the inventory of district forms and disseminate them to staff. 3.06 Check timesheets for accuracy and submit	N/A N/A			Skill in: 1. Typing. 2. Bookkeeping. 3. Filing. 4. Organizing. 5. Operating office equipment. 6. Operation of computer hardware and software. 7. Writing. 8. Operation of student management system/software. 9. Telephone and public relations etiquette.	3.01 Staff information was prepared accurately and disseminated on time. 3.02 Supplies are ordered and maintained. 3.03 Packets are prepared and available to staff. 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.

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 completed timesheets to Human Resources. Process and file leave request forms for all staff.</p> <p>3.08 Monitor daily substitute staffing needs and work with substitute staffing provider and Principal to ensure substitute needs are met.</p> <p>3.09 Process and maintain records of requisitions, purchase orders and other district forms.</p> <p><b>4.0 PREPARE REQUIRED REPORTS</b></p> <p>4.01 Collect data and prepare federal, state and district reports.</p> <p><b>5.0 STANDARDIZED TESTING</b></p> <p>5.01 Assist building and district staff with the administration of federal, state and district standardized tests and assessments.</p> <p>5.02 Compose and/or edit testing information and correspondence for parents/guardians, staff and students.</p> <p>5.03 Assist with other testing duties as directed by appropriate administrative staff.</p> <p><b>6.0 FINES &amp; FEES</b></p> <p>6.01 Collect student fines and fees and issue appropriate receipts.</p> <p><b>7.0 OTHER DUTIES AND SPECIAL PROJECTS AS ASSIGNED</b></p> <p>7.01 Assist with school programs as directed by Principal.</p>					<p>3.07 Leave requests are accurate and sent to Human Resources in a timely manner.</p> <p>3.08 Reviewed daily substitute needs and communicated with substitute staffing provider to ensure needs are met.</p> <p>3.09 Purchase orders are processed and records maintained.</p> <p>4.01 Data for federal, state and district reports was collected and prepared in a timely fashion.</p> <p>5.01 Federal, state and district standardized tests are administered in accordance with applicable policies and procedures.</p> <p>5.02 Testing information was sent to parents/guardians in a timely manner.</p> <p>5.03 Assisted with other testing duties as assigned.</p> <p>6.01 Collect, record and verify all fines and fees accurately.</p> <p>7.01 Assisted with school programs or projects as directed.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------