

Job Title: Secretary

Work Schedule: 24 hours per week

FTE: .6

Reports to: Principal

DESCRIPTION: *Performs a variety of responsible secretarial/clerical duties for The Summit Academy office members; to assist with the day-to-day operations of the office; to compile, maintain, and update records and related reports; to contact students, parents, and teachers regarding various matters; assists the site administrators by relieving them of routine administrative and clerical detail; does related work as required.* Secretaries routinely meets and interacts with the public, staff, and students in situations which require tact, discretion, and courtesy.

RESPONSIBILITIES:

- Assists administrative staff with duties and responsibilities
- Assists with reception and phones
- Organize and oversee lunch period
- Follow safety protocols for entrance and exits
- Coordinate with office staff to ensure safety coverage at all doors.
- Assists other office staff members with assignments
- Other duties as assigned

EDUCATION REQUIREMENT: High School Diploma, GED

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or equivalent

CERTIFICATES AND LICENSES: Must possess a valid First Aid Card and CPR Certificate. Must pass a background check allowing them to be in the presence of children according to the laws of Colorado.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY: Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES: Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Compose routine correspondence independently; perform responsible clerical work with accuracy and speed. Able to transcribe from tape accurately. Proficient in use of word processing, spreadsheets, and database management software. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

SUMMIT EXPECTATIONS: The Summit Academy is proud to share in the Mission and Values of Jeffco Public Schools and Jefferson Academy. All employees are expected to know and be examples to our students and parents of the values of The Summit Academy: Respect, Integrity, Compassion, Excellence, and Partnership. Employees of The Summit Academy are to respect the right of each parent to make educational decisions for their children. All employees, regardless of the situation, should treat students, parents and other employees with respect.