

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/28/22



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 9/22/2022

To **School board Members**

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: Change Administration/Receptionist/Secretary Position Lane 2 to Administration Secretary Position Lane 3

Description: The HR Director and I, with Union approval, request the Administration/Receptionist/Secretary move to a Lane 3 per Classified Negotiated Agreement. This position has taken on additional tasks/duties that are beyond the scope and scale of a receptionist in assisting payroll, paying Food Service department invoices along with fingerprinting, PO's, scheduling, notary, and administering the yearly elections and district calendar, etc. All other secretaries are in lane 3.

Financial Impact: per Classified Negotiated Agreement from \$21.15 per hour to \$22.80 per hour.

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable

Attachment(s): Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



**Browning Public Schools
JOB DESCRIPTION**



Effective: December 1, 2003; September 28, 2022

Administration Secretary

Summary of Functions

Under general supervision, greets visitors and directs telephone calls to the district administration building using appropriate public relations skills and telephone etiquette. Serves as a focal point in determining the whereabouts of administration staff and routes calls or takes messages accordingly. Provides clerical and secretarial support as needed.

Essential Duties and Responsibilities

- 1) Reception – Greets all visitors and callers courteously and in a professional manner, determines their needs, checks appointments, and directs such visitors or calls appropriately. Ensures that the lobby and seating areas are clean, quiet and attractive so visitors are comfortable and provides them with refreshments, i.e. coffee, tea, reading materials, etc. while waiting.
- 2) Switchboard – Understands and utilizes all features of the main switchboard as needed. Answers the main switchboard for the district and responds appropriately to requests for information. Routes callers to appropriate employee. Responds personally to routine or procedural questions and refers other inquiries to the supervisor or appropriate staff member. Takes messages as required and personally delivers urgent ones. Takes information on problems with switchboard and all district telephone extensions and reports those to the supervisor.
- 3) Visitors – Screens all visitors, including district staff, to ensure that inquiries are directed to the appropriate department/staff member and that administrative staff are not interrupted without advance notice. Reports visitors who bypass the reception desk or those who appear suspicious to the appropriate administrator.
- 4) Bulletins – Maintains bulletin boards, decorates office area for central administration. Ensures that postings are authorized and accurate.
- 5) Documents – Uses word processing and other software and printing equipment to create, copy, edit, store, retrieve and print a variety of documents such as letters, bulletins and forms. May use database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Maintains updated lists of district reference materials including staff telephone directory, administrative cell phone directory, etc. Processes incoming correspondence as necessary.

- 6) Supplies – Maintains supplies and forms for common use such as pens, letterhead and envelopes, printing/copying and makes those available as needed. Maintains supply of forms in lobby for distribution.
- 7) Mail – Receives and routes incoming mail for the office.
- 8) Meetings – Makes arrangements for meetings, including time, space, and equipment. Assembles background material for supervisor and/or coworkers. Attends staff meetings and serves on staff committees as required.
- 9) Procurement – Assists supervisor in planning, ordering and checking in needed equipment, services, and supplies for office. Maintains office supplies, publications, etc. Keeps copier stocked with paper and toner and reports problems.
- 10) Payroll – *Distributes payroll checks; assists payroll in securing signatures on timesheets; Salary calculation and entering in Black Mountain for payroll processing.*
- 11) Personnel – Provides clerical support to the Human Resource Office such as distribution of forms, receiving and copying forms/IDs, etc., *logging employment applications, contract signatures, etc. Assists other administrative staff with overflow of work.*
- 12) Public Relations – Presents a positive image of the administration and conveys genuine concern in assisting the public, staff and students with their needs in accessing central administration services.
- 13) Records – Maintains accurate, complete and correct records and prepares and submits reports as needed.
- 14) Relationships – Establishes and maintains good working relationships with supervisor, staff, students and public. Carries out duties and responsibilities in a professional manner.
- 15) Training – Participates in training and other related meetings as assigned.
- 16) Confidentiality – Maintains safeguards over confidential, protected, privileged, or sensitive information, verbal and written, including student information and records, to prevent unauthorized disclosures.
- 17) District Notary – *Notary for students and staff of district, and public. Verify and record identification of agreement for participants; maintain notary journal; administers oaths for school board.*
- 18) Schedules UAs (drug tests); and Interviews – *Establish schedules for testing and interviewing and make available to those necessary.*
- 19) Fingerprints – *Schedule appointment for fingerprints and provide fingerprint services to be used to facilitate background check/s. Name-based and fingerprint checks are provided to local and state agencies through an online process.*

- 20) ***Blackfoot Papers*** – *Check the Program for Blackfoot Paper sales weekly as well as receive orders in the mail. Put together orders and print labels for mailouts. Process revenue payment for deposit with Business Office.*
- 21) ***School/Community Calendar*** – Proficient with InDesign Software Program used to produce the school/community calendar. Work with Administrators/Directors to receive information to create and produce the layouts for the calendar each year, such as pictures, and building/staff information. Review and correct information prior to sending to print. Process takes approximately 3 months.
- 22) ***Enters Data for Writing Assessment Scores*** – Enter all student scores for each grade level in the district and record data.
- 23) ***Manages School Elections*** – *Purchase supplies, printing envelopes, ballots and stuffing envelopes and process over 3,000 packets for mailout. Work the elections and count ballots on election day.*
- 24) ***Archive School Newspaper Articles*** – Gather material from local paper/s, labeling, crop photos and assemble scrapbooks.
- 25) ***Food Service*** – Pay all Food Service invoices and works with vendors to make certain all are paid accurately and are paid on time.

Organizational Relationships

Supervised by and reports to the Human Resource Director, but may work under Superintendent's Office on as-needed basis from time to time.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ High school diploma or equivalent.
- ❑ One (1) year of education and/or experience in secretarial science/office management.
- ❑ Proficient with desktop computers, preferably Microsoft Word and Excel.
- ❑ Knowledge of office procedures in order to assist supervisor(s) and other staff in expediting the work of the office.
- ❑ Knowledge of and experience in operating office equipment including fax, copier, calculator, and typewriter.
- ❑ Knowledge of grammar, spelling, punctuation, and prescribed formats.

- ❑ Skill as a qualified typist.
- ❑ Good communication and organization skills.
- ❑ Ability to work with others and without close supervision.
- ❑ Ability to focus on work despite office interruptions.
- ❑ Good work habits.

Desirable Qualifications – Experience in school operations/office work. A.A. degree (or college equivalency) in business/secretarial field.

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 information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.