

The Howard County Public School System

Job Analysis

JOB TITLE: Teacher's Secretary, Elementary School

DOT/O*NET Code: 201.362-022/43-6014.00

POSITION INFORMATION

Summary of Duties: The Teacher's Secretary at the Elementary School level works in the front office, and is responsible for providing clerical support to teachers and other school staff. The duties of the position encompass a wide variety of tasks, including telephone work, data entry, recordkeeping, mail distribution, operation of office machines, preparation of correspondence, and interaction with students, parents, and visitors to the school. The Teacher's Secretary at the Elementary School level is responsible for attendance and registration functions. He or she may serve as back-up to the Principal's Secretary, and assist other staff members as needed. This is a ten-month position.

Essential Job Functions:

- Responsible for daily attendance; handle telephone calls/notes/e-mails from parents reporting absences; contact parents of students with unreported absences.
- Enter and track attendance information in the computer.
- Document late arrivals and early dismissals; locate students for early dismissal.
- Prepare truant reports for unreported absences.
- Comply with subpoenas related to attendance issues; provide records, or appear in court, if required.
- Responsible for the registration of new students; perform recordkeeping functions related to registration; ensure that all information required by the Maryland State Department of Education is obtained, and all paperwork is complete.
- Collect change of address and emergency information cards.
- Enter student demographic information into the Student Information Management System (SIMS).
- Pull records of students transferring to middle schools and send to the appropriate middle school.
- Handle incoming telephone calls; take messages and obtain information for staff, and utilize the internal e-mail system, Collaborative Learning Center (CLC).
- Prepare notification letters for Individualized Education Program (I.E.P.) meetings; mail letters; contact parents, and prepare schedules for all parties involved.
- Maintain I.E.P. records in the designated notebook and in the computer.
- Maintain school usage calendar.
- Track the use of supplies for inventory purposes.
- Operate office machines; make minor repairs, including changing cartridges, fax ribbons, and adding toner.
- Greet visitors to the school; sign in visitors and issue passes; orient guests and new parents to the school.

- Schedule employment interviews for the Principal.
- Distribute mail and facsimiles in staff members' mailboxes.
- Prepare suspension letters.
- Perform bulk copying for teachers.
- Type documents for teachers.
- Generate class lists.
- Post bus lists at the beginning of the school year.
- Obtain necessary paperwork for students to ride buses they do not normally ride; forward paperwork to transportation department.
- Print report cards.
- Make labels; file.
- Monitor the activities of students sent to the office while they wait for the Administrator.
- Enter requests for building repairs into the computer; follow-up with Building Services.
- Use walkie-talkie radios to maintain communication with staff members.
- Make announcements over the public address system.
- Travel to the post office to mail student records and I.E.P. notifications.
- Arrange for interpreters through the International Student Services Office.
- May be requested to handle lunch or recess duty.
- May be requested to assist with Maryland State Assessment (MSA) testing.

Machinery, Tools, Equipment, Work Aids Used:

- Computer, monitor, mouse, keyboard, printer
- Facsimile machine
- Photocopier; Standard Machine (Gestetner)
- Scanner
- Multi-line telephone
- Public Address system
- Paper, pens, pencils, envelopes
- Stapler/staples, tape
- Walkie-talkie
- Notebooks
- Files; filing cabinets
- Typewriter
- Label maker
- Laminator
- Stepping stool
- Hand cart
- Poster machine

Products/Materials Handled:

- Print cartridges, fax ribbons, toner
- Books
- All items listed above under machinery, tools, equipment, work aids used.

EDUCATIONAL/VOCATIONAL PREPARATION

- High School Diploma or equivalent, with one year of office experience.
- Computer skills, including the use of Microsoft Word and Excel; training is provided for use of school system software, such as Integrated Financial Administrative Solution (IFAS), CLC, Mac School and SIMS.

REQUIRED CERTIFICATES/LICENSES

- N/A

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of general office procedures, including recordkeeping methods, correspondence preparation, and maintenance of filing systems.
- Computer skills; use of a Mac and PC may be required.
- Knowledge of Microsoft Word and Excel.
- Strong interpersonal skills.
- Ability to deal effectively and diplomatically with conflicts that arise.
- Ability to maintain a positive attitude and calm manner.
- Ability to remain flexible, with constant interruptions and changes to routine.

JOB SITE ENVIRONMENT

Work Site

- Inside: 95%
- Outside: 5%

Temperature Factors

- Exposed to weather conditions, when outside of the school building.

Noise Factors

- Occasional noise from large groups of students, bells, or alarm systems.

Vibrations

- N/A

Air Quality Factors

- May be exposed to fumes from laminating machine.

Working Surface

- Flat, tiled or carpeted floors.
- Stairs
- Ground, cement and paved surfaces outside.

PHYSICAL REQUIREMENTS – Teacher’s Secretary Elementary School

Non-Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
N	R	I	O	F	C	<i>Description of Requirements at one time and throughout the shift</i>	
		X					Partial bending for 5 to 30 sec at a time to reach table height is most common. Bending to store or retrieve files or to store or retrieve material in a low file drawer or below counter height. Can be frequent at times. Alternatives to bending may include sitting on a stool, squatting, and kneeling.
	X						Usually partial squatting for 2 to 10 sec at a time. Alternatives to squatting may include sitting, bending, and kneeling.
		X					May be used to store or retrieve files or materials in a low file drawer or cabinet below counter level. Alternatives to kneeling may include sitting, bending, and squatting.
X							Not required.
			X				Most surfaces are indoors, level and even.
			X				Needed repeatedly at times to store or retrieve files or materials. Needed for up to 15 to 20 minutes, twice a day to distribute mail in the mail boxes.
					X		Sustained sitting is common with the freedom to change positions as needed. Prolonged sitting is needed to perform work related to the student attendance tracking and student registration.
			X				May be needed during high traffic periods (student arrival, lunch break and departure).
			X				Generally for short distances within the offices.
X							Not required.
			X				May be needed during periods of heavy student traffic to the office (arrival, lunch periods and departure).
					X		Needed constantly (examples include turning pages, handwriting, keyboarding, manipulating files, use of the telephone, operating office tools and machines; and manipulating small and medium size objects)
			X				May be needed to operate office equipment.
X							Not usually needed.
		X					May be needed in some locations to travel between floors. An elevator may be available.
X							Not usually required.
		X					Needed to drive to bank and post office several times a week.

Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
Repetitions per day		1-10	<25	<100	100-500	500+ per day	
N	R	I	O	F	C	In pounds	
	20	10	--	--	--		Packages and mail pouches are delivered to the office by commercial carrier and school system mail service. Alternatives to heavy lifting include dividing the load, assistance from student aide or custodial worker, or sliding the container.
		20	10	5	3		May be needed to move packages, mail pouches, books or folders.
		15	5	1	--		Needed for up to 15 to 20 minutes at a time, twice a day, to place mail in boxes. May be needed to store or retrieve files or supplies.
	15	7	5	1	--		Needed to move the office cart. May at times be needed frequently.
	--	15	--	--	--		
	--	15	--	--	--		
	--	--	20	--	--		May be needed to deliver packages to a classroom. A cart is available.

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, M.A., CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date