

The Howard County Public School System

Job Analysis

JOB TITLE: Teacher's Secretary, Middle School and High School

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

POSITION INFORMATION

Summary of Duties: The Teacher's Secretary at the Middle School and High School levels 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 may be responsible for attendance, or be involved with registration functions. He or she assists other staff members as needed. This is a ten-month position.

Essential Job Functions:

- Handle incoming telephone calls; take messages and obtain information for staff, and utilize the internal e-mail system, Collaborative Learning Center (CLC).
- Operate office machines; make minor repairs, including changing cartridges, fax ribbons, and adding toner.
- Print out schedule of substitutes for the day; attempt to find coverage for classes for which a substitute was not previously arranged.
- Prepare the daily bulletin listing staff absences.
- Prepare monthly attendance roster for teachers.
- Greet visitors to the school; sign in visitors and issue passes.
- Prepare suspension letters and trespassing notices; enter discipline information into the computer.
- Use walkie-talkie radios to maintain communication with staff members.
- Distribute mail and facsimiles in staff members' mailboxes; sign for packages.
- Place orders for supplies; receive supplies; unpack and store supplies.
- Notify County of fire drills; assist in scheduling of fire drills.
- Make announcements over the public address system.
- Review student information cards; update information in the computer.
- Monitor hallways.
- Enter the bell ringing schedule into the computer; ring bells manually when required.
- Assign lockers and combinations for lockers.
- Distribute the student handbook and notices to students.
- Prepare the staff handbook.
- Make labels; file.
- Assist with Saturday school and detention notifications and recordkeeping.

- Use Integrated Financial Administrative Solution (IFAS) to track small budgets for curricular materials for each department; inform teachers of the budgeted funds, track spending, input orders for materials, and balance budgets.
- Perform bulk copying for teachers.
- Prepare electronic schedules for parent conferences; enter teacher availability for access by parents; print copies of the completed schedules for teachers and parents.
- Prepare online school calendar; maintain calendar.
- May prepare the monthly electronic newsletter for parents.
- Enter requests for building repairs into the computer; follow-up with Building Services.
- Assist in the supervision of student aides; provide input for grading, as appropriate.
- Develop standardized forms for use by the staff.
- Contact dispatching if a bus breaks down or has been delayed.
- Respond to emergency calls from the classrooms.
- Assemble and distribute the Emergency Planning Manual to designated teachers.
- Provide students sent to the office with paperwork for completion; monitor the students' activities while they wait for the Administrator.
- Telephone classrooms to call students to the office.
- May be responsible for attendance duties, such as tracking daily attendance for each student, issuing an attendance report to each teacher via internal e-mail; signing in late students, and signing out early dismissals; enter field trip attendance information into the computer.
- If attendance duties are assigned, may be required to make court appearances dealing with attendance issues.
- Set up for meetings; may be asked to shop for supplies for meetings.
- Handle requests for interpreters.

Machinery, Tools, Equipment, Work Aids Used:

- Computer, monitor, mouse, keyboard, printer
- Facsimile machine
- Photocopier; Standard Machine (Gestetner)
- Scanner
- Multi-line telephone
- Public Address system
- Postage machine
- 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 IFAS, CLC, Mac School and Student Information Management System (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

- Exposed to 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 – Teachers Secretary Middle and High 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>				
Bend				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.				
Squat		X					Usually partial squatting for 2 to 10 sec at a time. Alternatives to squatting may include sitting, bending, and kneeling.				
Kneel		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.				
Crawl	X						Not required.				
Balance				X			Most surfaces are indoors, level and even.				
Reach Above Shoulder			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.				
Sit						X	Sustained sitting is common with the freedom to change positions as needed. Prolonged periods of sitting are needed to perform work related to the student attendance tracking.				
Stand				X			Standing is needed most frequently during high student traffic periods (arrival, lunch break and departure). The exception is when the position is primarily sitting for student tracking.				
Walk			X				Generally for short distances within the offices.				
Running	X						Not required.				
Alternate Sit/Stand					X		May be needed during periods of heavy student traffic to the office (arrival, lunch periods and departure). The exception is when the position is primarily sitting for student tracking.				
Hand Dexterity						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)				
Hand Controls			X				May be needed to operate office equipment.				
Foot Controls	X						Not usually needed.				
Stair Climb		X					May be needed in some locations to travel between floors. An elevator may be available.				
Ladder Climb	X						Not usually required.				
Driving		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	<i>In pounds</i>				
Lift Floor to Knuckle		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.				
10 in. to Knuckle			20	10	5	3	May be needed to move packages, mail pouches, books or folders.				
Knuckle to Shoulder			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.				
Shoulder to Overhead		15	7	5	1	--	Needed to move the office cart. May at times be needed frequently.				
Push		--	15	--	--	--					
Pull		--	15	--	--	--					
Carry		--	--	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