



NORTH ALLEGHENY SCHOOL DISTRICT

JOB PROFILE: **Paraprofessional Secretary, I-B**
Reports to: Principal, Assistant Principal, Department Manager

Classification: 1-B

Hours/Day: 4-8

Days/Year: 216

Positions included under this job profile include but are not limited to:

- School Counseling Secretary (CMS, IMS, MMS)
- Elementary Assistant Principal's Secretary
- Receptionist/Secretary Athletic Department
- Business Secretary (NAI)

Purpose/Summary

To provide confidential secretarial, clerical and administrative support to the supervisor or department; to contribute to the smooth and efficient operation resulting in a maximum positive impact on educational environment; to maintain records and materials; to act as a liaison and information conduit among the department, students, staff members, parents, and/or the community. To assist and support students whenever necessary.

Essential Duties and Responsibilities

- Perform all secretarial/clerical projects and duties as directed and required by the supervisor or department.
- Provide support, be an available resource for staff, students, parents or community members.
- Transmit/receive all correspondence via telephone, email and surface mail and process the correspondence; schedule appointments and make appropriate arrangements for meetings.
- Organize and maintain filing systems.
- Maintain necessary student information systems and data bases; generate and provide necessary reports from these resources.
- Process necessary correspondence, at the direction of supervisor, to parents or community.
- Monitor supervisor or department budget when necessary; generate requisitions and process purchase orders; complete invoices; serve as a liaison with vendors when necessary.
- Coordinate and execute specialized projects.
- Manage necessary inventories and order and maintain supplies.
- Fulfill other duties and tasks assigned by supervisors.

Education and/or Experience

High School Diploma, Associates Degree preferred
Minimum two years of experience in related field

Certifications, Licenses, Registrations

Act 34/151/114/126/168 Clearances/Certifications required

Qualification Requirements

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

Knowledge and Abilities

Knowledge of current office technology devices and applications. Ability to think critically and problem solve. Ability to understand content in order to organize, manage and communicate electronically. Knowledge of and ability to manage student records, grades, enrollment/withdrawal, standardized testing, and athletic information or a strong acumen to learn this information.

Academic Skills - Knowledge of K-12 Education and ability to understand, manage and organize resources to support the specific school or department. Ability to learn the use of new technological resources and tools with minimal training.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to read, edit and formalize documents. Ability to communicate effectively with administration and staff.

Math Skills – Knowledge of arithmetic, accounting and their applications. Ability to use math skills to complete purchase orders and budgets. Possess the ability to develop spreadsheets to manage and provide data for interpretation.

Technology Skills – Demonstrate competency with up-to-date computer software, including Word processing, Excel, and web page development. Familiarity with accounting software. Ability to manage and manipulate large databases of information. Be able to generate Power Point presentations. Be able to enter data to generate documents related to student data and complex scheduling tasks.

Reasoning Abilities – Ability to problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of synthesized information that is presented to the general public.

Other Skills and Abilities

- Possess the ability to maintain high emotional energy.
- Possess the ability to respond to community/parent inquiries and maintain a positive and proactive response to community members.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility and adaptability to change.
- Possess imagination, patience, creativity, sound judgment, and logical reasoning.
- Concentrate with numerous interruptions.
- Understand and facilitate needs of various personality types.
- Participate willingly in workshops or seminars.
- Ability to sit for lengthy periods of time during tedious data entry tasks.

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. This position is considered to be a SEDENTARY Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Work Environment

The work environment will vary from an office setting to more moderate situations such as conference rooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.


Primary Work Location

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

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Physical and Non-Physical Demands Key**

C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing		O	Crawling	N
Sitting		C	Bending	R
Walking		O	Twisting	R
Lifting		R	Climbing	R
Carrying		R	Balancing	R
Pushing/Pulling		R	Vision	C
Reaching		O	Hearing	C
Handling		R	Talking	C
Fine Dexterity		F	Foot Controls	N
Kneeling		R	Teamwork	C
Crouching		R	Tedious or exacting work	F
Time Pressures		C	Noisy or distracting environment	C
Emergency Situations		R	Other (Specify): Flexible work hours to accommodate building schedules and professional development	R
Frequent Change of Tasks		F	Other (Specify): Multi-building travel to work area	R
Irregular Work Schedule/Overtime		R	Other (Specify):	
Multi-Tasking		C	Other (Specify):	

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Director of Human Resources Signature	
Date of Approval	June 4, 2021