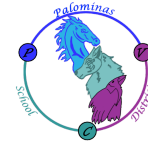




PALOMINAS SCHOOL DISTRICT #49

Position Description



JOB TITLE:	Preschool Secretary/AzEDS Coordinator
DEPARTMENT:	District
REPORTS TO:	Superintendent
FLSA STATUS:	Non-Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	Pending Approval 8.11.2020

SUMMARY: Is the Arizona Department of Education AzEDS Coordinator, a vital quality control portion to the Student Accountability Information System (SAIS). Provides confidential secretarial support to the preschool director, teachers, parents, and students. Completes detailed written work and coordinates other matters essential to the efficiency of school operations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintains, monitors and corrects the SAIS/AzEDS data and produces integrity reports to verify Average Daily Membership (ADM), English Language Learners (ELL), and Exceptional Student Services (ESS) enrollment data and correct any data entry errors before uploading to the Arizona Department of Education for post and pre data capture dates.
- Coordinates with site secretaries to ensure SAIS/AzEDS data is uploaded and reported to the state accurately, and in a timely manner.
- Responsible for the management of district records according to the Arizona State Library Archives and Public Records retention schedules. Duties include purging and destroying outdated records as required.
- Acquaints self with related district school policies and regulations.
- Acquaints self with preschool grant requirements and licensing requirements as needed.
- Maintains staff files and coordinates bus pickup with transportation.
- Answers incoming calls; takes and disseminates messages to staff members.
- Greets visitors and directs them to the correct area/room.
- Performs duties in a dependable, cooperative, businesslike manner in the midst of confusion/stress.
- Keeps the general work area visibly appealing and well-organized.
- Types a variety of material from oral directions, rough drafts, or notes; proofreads and disseminates.
- Maintains school calendars and schedules, processes mail and maintains correspondence and files.
- Maintains classroom/office supplies in the storeroom, replenishes supplies as necessary and distributes to staff members as approved by the Principal.
- Responsible for the accurate maintenance of student enrollment/withdrawal via SAIS; prepares and submits reports required by the Arizona Department of Education.
- Responsible for the maintenance of student academic records.
- Maintains custody of building keys, and student activity funds..
- Responsible for student attendance reporting and maintenance of Arizona Public School Register accounting and data collection; records attendance and other student information via SAIS.
- Receives and records reports of student absences, and tardiness.
- Telephones and confers with parents to verify student absences within the first two hours of the school day.
- Maintains Alert Now system..

- Acquaints self with district and school zone boundaries and bus stops.
- May serve as substitute nurse during nurse absence; gives medications and keeps logs.
- Prepares yearly audit materials including student records and student activity accounts.
- Provides minor maintenance and responsible for notifying vendors when repairs are needed and maintains supplies for various office machines and equipment.
- Confers with parents for complete and accurate enrollment and withdrawal paperwork. Notifies and processes paperwork to various departments and orders prior school records.
- Disseminates and collects annual Federal Impact Aid Forms to try and achieve 100% response.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to refer non-job specific inquiries to the appropriate department or site.
- Ability to use tact and common sense, especially in emergency situations on the phone, as well as when dispatching student/employee business.
- Possess strong working knowledge of all office machines and equipment.
- Ability to maintain confidentiality when handling information regarding students and employees.
- Ability to establish priority ordering of tasks necessary to complete tasks and convey these understandings and priorities to others.
- Ability to work cooperatively and courteously with staff, students, parents, and community members.
- Ability to cope with job stress while exhibiting patience and tact when dealing with others.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies.
- Produce accurate work and complete assignments with minimal supervision.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

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- High School Diploma or G.E.D.
- Must be able to read, write, and speak English fluently.
- Experience and/or training in-office procedures, file management, and office equipment.
- Experience and/or training in online software, internet, Excel, and Google Docs/Email preferred.

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 the 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 required to reach with hands and arms and grasp. The employee is frequently required to sit, stand, walk and bend. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

Office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with students, employees and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual holding this position and additional

duties may be assigned.