

Job Description
La Porte Community Schools

JOB TITLE: Child Care Secretary

IMMEDIATE SUPERVISOR: Director of Child Care

SUMMARY: Performs secretarial duties in Child Care office. Schedules appointments, gives information to callers, takes dictation and otherwise relieves Director of Child Care of clerical work and minor administrative and business details.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by Director of Child Care.

Takes dictation in shorthand or by machine and transcribes notes on typewriter or computer, or transcribes from voice recordings.

Composes and types routine correspondence using typewriter or computer.

Maintains student records which may be required. This includes names, addresses, emergency contacts, birthdates and medical information for all children using the Child Care program.

Receives and prepares deposits of fees for Child Care services.

Maintains ledger of deposits and expenditures in Child Care accounts. Monitors activity in all Child Care accounts. Reconciles all Child Care accounts on a monthly basis.

Prepares end-of-calendar year tax statements for all Child Care families.

Disburses funds, records financial transactions, audits and balances Child Care accounts and other school-fund accounts.

Files correspondence and other records.

Maintains inventory of office and school supplies.

Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.

Greets visitors, determines nature of business and directs visitors to appropriate person.

Compiles and prepares statistical reports.

Makes copies of correspondence or other printed matter.

Maintains or arranges maintenance of office duplicating equipment.

Prepares outgoing mail.

QUALIFICATION REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

High school diploma required. Prior office experience is desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to use appropriate phone etiquette.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS AND ABILITIES:

Typing, word processing and technology literacy. Possess a valid state operator driver's license.

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. 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 regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to stand, walk and reach with hands and arms. The employee may also have to exert up to ten pounds of force occasionally.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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 noise level in the work environment is usually moderate.

The employee is protected from outside weather conditions but not necessarily from temperature changes.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Ten-, eleven- or twelve-month year. Salary and work year to be determined by current salary schedule and position-appropriate work calendar.