



**OFFICE OF HUMAN RESOURCES**

Job Information	
<b>Job Title:</b> Secretary II	<b>Last Revised/Approved:</b> 07/2019
<b>Job Code:</b>	<b>Reports To:</b> <i>Principal</i>
<b>Office:</b> <i>Office of School Administration</i>	<b>Department:</b> <i>Green Tree Preparatory Academy</i>

Compensation Information	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <i>Non-Exempt</i>	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

*Assists and supports administrators and other staff at GPA, and manages the office operations and coordinates the work of other support staff.*

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Serves as the main resource for office and school related materials and resources.
- Assists the MPS bookkeeper with ordering, banking, tracking grants and ensuring school employees follow the MPS policies as outlined.
- Responsible for coordinating the work of other clerical staff assigned to Green Tree Preparatory Academy (GPA).
- Maintains the overall school calendar and schedules of the leadership at GPA.
- Understands and maintains student databases.
- Ensures communication of essential emergencies, i.e. fire drills, code blue and tornado drills with the entire staff and the virtual school staff and the OT's and PT's.
- Coordinates the work of the office to ensure team tasks are synchronized
- Prepares reports regarding school and district policy related to families and school staff including the research needed to prepare the reports.

- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- High School or GED is required, additional education is desired.

### ***Experience Requirements:***

- At least three years of previous experience in a high-volume clerical environment.
- Must be proficient with MS Office software.

### ***Knowledge, Skills and Abilities:***

- *Effective oral and written communication and presentation skills are required.*
- *Skill at organizing resources and establishing priorities.*
- *Must be self-directed.*
- *Excellent teamwork skills are essential.*
- *Accuracy and clarity are essential.*
- *The ability to develop effective working relationships with diverse individuals at all levels is required.*
- *Must have excellent planning and organizational skills.*
- *A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.*
- *Must be able to juggle numerous responsibilities with varying deadlines.*
- *The ability to gather data, compile information and prepare reports is required.*

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job.

## **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 with or without reasonable accommodation.*

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.

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