

## **Fairfield Public Schools**

**Title:** Executive Secretary (Office of Instruction)

**Job Purpose Statement:** Provides administrative and secretarial assistance of a confidential, complex, and responsible nature for the Administrator of Instruction, including instructional, curriculum, and other educational-related activities of the school district.

**Supervision Received:** Receives general direction from the Administrator of Instruction, who outlines general policies, assigns duties and reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact.

**Supervision Exercised:** Assigns work to secretarial and clerical staff; transmits instructions of Administrator to staff members, and follows up to assure compliance with instructions and related time limits.

### **Essential Job Functions:**

Plans and organizes work according to standard office procedures. Establishes office priorities and assigns work to clerical staff. Takes and processes dictation concerning confidential correspondence, grant applications, minutes of meetings, contracts, agreements, and various reports.

Receives correspondence and screens communications requiring attention of Administrator, and prepares replies, including confidential material; screens visitors to office and incoming telephone inquiries; answers inquiries from employees, school and outside officials, and the public, determining matters requiring attention of Administrator; and maintains Administrator's schedule and office calendar.

Assists Administrator in the preparation of grant applications; compiles and collates data and related information; and types or enters information into word and data processing for final proposals. Monitors and maintains grant budgets assigned to department. Prepares regular reports for state, federal, and other grantors as required. Responds to inquiries from school units pertaining to grants.

Compiles and organizes various information packets, including the Fact Sheet, Parent Handbook, Summer Staff Soundings, school calendar, kindergarten registration, mastery testing, book adoptions, United Way Pledges, and related reports or booklets.

Supervises and/or maintains complex filing system, including confidential material; oversees reference file of correspondence, memoranda, specifications, purchase orders, contracts, and a variety of other materials

### **Incidental Job Functions:**

Provides secretarial and clerical assistance to Director of Education, Curriculum Leaders, and Resource Teacher for Technology.

Performs accounting clerical work including computer data entry, and mathematical calculations in the related financial areas in maintaining office and grants accounts.

Performs special assignments, studies, and other routine functions as directed. Performs tasks of office personnel as necessary.

**Knowledge, Skills and Abilities:** A thorough knowledge of modern office practices, procedures and methods and ability to analyze office administrative operations and to develop operational improvements. A working knowledge of educational laws, regulations, policies and procedures. A working knowledge of the internal organization responsibilities and programs of Board of Education. The skill to perform secretarial tasks, including taking and transcribing correspondence, minutes of meetings and complex reports, etc. in shorthand, speed writing, rough notes or transcription equipment. Ability to carry out duties with a high degree of independence. Ability to apply principles of office management to resolve 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, diagrammatic or schedule form. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with public relations problems courteously and tactfully.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with an Associate's degree in Business Administration or Secretarial Science or a related course of study, and four years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Intermittent exposure to computer screen. Some degree of stress in carrying out administrative related duties.

**Bulletin:** The job of Executive Secretary to the Administrator of Instruction requires a self-starter who enjoys working in a busy and changing work environment. The position requires a combination of secretarial, office management, computer and people skills. Personal satisfaction in contributing to an outstanding school system is guaranteed.

7/1/97

## **Fairfield Public Schools**

**Title:** Administrative Secretary II (Office of Instruction)

**Job Purpose Statement:** Provides secretarial and clerical administrative assistance of a confidential, complex, and responsible nature in the Office of Instruction, including coordination of details of summer school programs, teacher and student teacher information, home teaching procedures, educational-related activities of the school district, and provides clerical and secretarial services to Curriculum Specialists.

**Supervision Received:** Receives general direction from the Administrator of Instruction, who outlines general policies, assigns duties and reviews work for conformance with standards; performs duties on own initiative, exercising judgment and tact; and receives task supervision from Executive Secretary and the Curriculum Specialists.

**Supervision Exercised:** Provides general supervision to assigned clerical staff or volunteers.

### **Essential Job Functions:**

Performs general office administrative tasks to assist Administrator and Executive Secretary in the coordination of the daily, term and seasonal tasks of the office and to relieve Administrator of administrative detail. Types, word processes correspondence, reports and records from hand-written notes or documents. Screens telephone calls and correspondence. Responds to inquiries, resolves immediate matters as able, or refers involved matters to Administrator.

Compiles, organizes and distributes secondary and elementary summer school program information. Prepares and processes summer school faculty application and contract materials; organizes, collates and distributes teacher information folders; prepares, processes and distributes information booklets and registration information to students; and registers students. Maintains student schedule and class database; and advises prospective students of vacancies.

Performs administrative and secretarial tasks in coordinating student teacher placements; distribution of elementary school report cards; preparation, collation and distribution of information booklets to incoming kindergarten students; maintains and updates home teaching applications; and processes field trip forms.

Provides secretarial and administrative clerical services to curriculum specialists, including word processing correspondence, reports, typing, filing and related tasks. Performs data research as requested, and completes narrative reports, charts and graphs as needed.

### **Incidental Job Functions:**

Prepares invoices for materials, supplies and equipment for summer school programs and maintains inventory. Replenishes as necessary at Central Stores.

Assists Executive Secretary and other staff as necessary. Performs related work as required.

**Knowledge, Skills and Abilities:** A thorough knowledge of modern office practices, procedures and methods and ability to analyze office administrative operations and to develop operational improvements. The skill to perform secretarial tasks, including taking and transcribing correspondence, minutes of meetings and complex reports, etc. in shorthand, speed writing, rough notes or transcription equipment; and skill to perform word and data processing, including spreadsheet programs. Ability to understand the internal organization responsibilities and programs of the Board of Education, with a strong working knowledge of mission of the Office of Instruction. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagrammatic or schedule form and to deal with a variety of problems where only limited standardization exists. Ability to maintain administrative, student and general records and to prepare reports and answer questions from records. Ability to maintain effective working relationships with department heads, employees, students, families, and the public and to deal with instructional related problems courteously and tactfully.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a high school education, and three years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Irregular and short-term exposure to computer screen. Some degree of stress in carrying out administrative related duties in a busy office with regular interruptions and the urgency of report deadlines; and organizing details of summer school programs within time constraints.

**Bulletin:** The job of Administrative Secretary II in the Instructional Office requires a self-starter who enjoys working independently in a diverse work environment. The position requires a combination of secretarial, personnel, word and data processing and people skills. Ability to independently research assigned data information and prepare narrative and statistical reports. Personal satisfaction in contributing to an outstanding school system is guaranteed.

Revised: 4/30/97

## **Fairfield Public Schools**

**Title:** Administrative Secretary II (Elementary/Curriculum)

**Job Purpose Statement:** Provides administrative, clerical assistance of a responsible and complex nature to the Director of Elementary Education and the Elementary Curriculum Leaders. Provides direct oversight of the District's Instructional Web-site.

**Supervision Received:** Receives general supervision from the Director of Elementary Education.

**Supervision Exercised:** None

### **Essential Job Functions:**

- Provides secretarial services to the Director of Elementary Education and Elementary Curriculum Leaders including word processing correspondence, reports, typing, filing and related tasks. Also, organizes and prepares work using computer based word processing, databases and spreadsheet programs. Performs data research as requested and completes narrative reports, charts and graphs as needed. Assists in organizing and graphing data. Screens correspondence and telephone calls.
- Registers new students during the summer recess. Greets parents, guardians and students, explains information, assists with application completion, provides school and system information and compiles new student information for distribution to the schools.
- Registers Pre-Kindergarten students. Greets parents, guardians and students and explains information.
- Assembles information, organizes, edits and maintains all information and postings on the District web-site. Updates information in a timely manner.

**Incidental Job Functions:** Operates office equipment including computer, copier, calculator, FAX and telephone. Assists other staff as necessary and performs related work as requested.

**Knowledge, Skills and Abilities:** Ability to relate and communicate in a positive, friendly manner with coworkers and the public. Has a thorough knowledge of Microsoft Word, Microsoft Excel, modern office practices, procedures and equipment. Has the ability to follow oral and written instructions, the skill to perform word and data processing with accuracy. Has ability to organize and maintain diverse data, files and records.

**Minimum Qualifications Required:** The skills and the knowledge required would generally be acquired with graduation from high school and three years of increasingly responsible secretarial, clerical, office administrative experience or an equivalent combination of education and experience. Ability to work independently required. Good organizational skills needed.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some stress related to meeting deadlines and in interacting with parent, staff members and the public.

**Bulletin:** The Administrative Secretary II (Elementary/ Curriculum) requires strong administrative, secretarial, organizational and communication skills. This position requires a self-motivated worker who is able to work independently in a diverse work environment. This position requires a person who can

multi-task, prioritize work and enjoy working in a busy environment. It is essential that the secretary be patient, pleasant and helpful with all contacts. The secretary may deal with information of a confidential nature and must use discretion in the performance of his/her duties.

LB 01/26/2009

## **Fairfield Public Schools (Secondary Curriculum Office)**

**Title:** Secretary-Curriculum Services (S-9, 10 ½ months-(208 days) work year is adjusted by 14 days )

**Job Purpose Statement:** Performs clerical and secretarial duties in the Secondary Curriculum Office; greets visitors to the office and provides information or refers persons to appropriate office or staff member.

**Supervision Received:** Reports to and receives general task and project supervision from the Director of Curriculum, Instruction & Assessment and the Secondary Curriculum Leaders.

**Supervision Exercised:** None

### **Essential Job Functions:**

Greets visitors to the Secondary Curriculum Office, screens incoming phone calls and refers to offices or staff members as needed. Provides curriculum-based documents and information directly as appropriate.

Works cooperatively with the Director of Curriculum, Instruction & Assessment, Secondary Curriculum Leaders, Coordinators and Liaisons performing administrative, secretarial and clerical tasks as needed, including web page administration, word processing, creating reports and Power Point presentations, typing, collating and processing mailings, etc. Files office correspondence.

Maintains and updates the district's CAPT records for students who have not met proficient levels required for graduation.

Operates computer, photocopier, fax machine and other office equipment. Performs other related work as required.

**Incidental Job Functions:** Word processes/types correspondence and various documents for Curriculum Leaders on request. Assists in graphing and organizing data.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, confident, friendly manner with students, staff members, parents and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment. Working knowledge of computer applications including Microsoft Word, PowerPoint, Excel, Outlook and the Internet.

**Minimum Qualifications Required:** The skills and the knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. .

**Bulletin:** The Secondary Curriculum Office receives a steady flow of staff members, students, visitors and frequent telephone calls. It is essential that the secretary be pleasant, calm and helpful with all contacts. The job requires strong administrative clerical, secretarial, computer and organizational skills. The secretary deals with confidential information and must use discretion in the performance of her duties.

## **Fairfield Public Schools**

**Title:** Executive Secretary (Human Resources)

**Job Purpose Statement:** Provides administrative and secretarial assistance of a confidential, complex, and responsible nature for the Director of Human Resources.

**Supervision Received:** Receives general direction from the Director, who outlines general policies, assigns duties and reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact.

**Supervision Exercised:** Assigns work to secretarial and clerical staff; transmits instructions of superior to staff members, and follows up to assure compliance with instructions and related time limits.

### **Essential Job Functions:**

Plans and organizes work according to standard office procedures. Assumes responsibility for the functional area of District personnel records for professional staff, secretaries, paraprofessionals and interns in town computer and office. Prepares change of status of current employees and termination forms. Sets up new files, prepares and processes individual Teacher's Retirement and state certification information for staff, and completes required District, state and federal reports on these matters.

Receives correspondence and screens communications requiring personal attention of Director, and prepares replies, including confidential material; takes and transcribes dictation for correspondence or minutes, by oral or dictation equipment, receives and screens visitors to office and incoming telephone inquiries; answers inquiries from employees, school and outside officials, and the public, determining matters requiring attention of the Director; and maintains department calendar.

Coordinates screening of administrative positions, including scheduling and interview agendas, collating information packets, candidate travel and hotel arrangements, and related correspondence. Coordinates the greeting, processing and guidance of new hires. Verifies prior teaching experience and substitute time for State Teachers retirement credit.

Develops information for Director in the preparation of department budget and collective negotiations database; and types or enters information into word and data processing for final budget or negotiation proposals.



### **Incidental Job Functions:**

Supervises and/or maintains complex filing system, including confidential personnel material; oversees reference file of correspondence, memoranda, specifications, purchase orders, contracts, and a variety of other materials.

Responds to staff and other school systems regarding personnel matters. Performs special assignments, studies, and other routine functions as directed. Performs tasks of office secretaries as necessary.

**Knowledge, Skills and Abilities:** A thorough knowledge of modern office practices, procedures and methods and ability to analyze office administrative operations and to develop operational improvements. A working knowledge of educational laws, regulations, policies and procedures. A working knowledge of the internal organization responsibilities and programs of Board of Education. The skill to perform secretarial tasks, including taking and transcribing correspondence, minutes of meetings and complex reports, etc. in shorthand, speed writing, rough notes or transcription equipment. Ability to carry out duties with a high degree of independence. Ability to apply principles of office management to resolve 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, diagrammatic or schedule form. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with public relations problems courteously and tactfully.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with an Associate's degree in Business Administration or Secretarial Science or a related course of study, and four years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Irregular long and short-term exposure to computer screen. Stress in carrying out administrative related duties and coping with interruptions from staff, public and telephone requests while trying to meet deadlines..

**Bulletin:** The job of Executive Secretary to the Director of Human Resources requires a self-starter who enjoys working in a busy and changing work environment. The position requires a combination of secretarial, office management, computer and people skills. Work is performed with

independence requiring the ability to resolve every day management problems. Personal satisfaction in contributing to an outstanding school system is guaranteed.

7/1/97

## **Fairfield Public Schools**

**Title:** Administrative Secretary III (Human Resources/Substitute Payroll)

**Job Purpose Statement:** Performs highly responsible secretarial and office administrative work in the Human Resources Office; has lead administrative responsibility for substitute employee's payroll and substitute employee personnel information. Has lead administrative responsibility for the tracking and entering into MUNIS of employee accrued (sick, personal, bereavement, etc...) time usage.

**Supervision Received:** Receives general direction from the Director of Human Resources, who outlines general policies, assigns duties and periodically reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact. On occasion, receives task direction from Executive Secretary.

**Supervision Exercised:** None

### **Essential Job Functions:**

Uses the MUNIS system to organize and maintain substitute employee payroll. Inputs employee attendance information into MUNIS. Verifies employee absences and vacations to coordinate with contract restrictions. Coordinates substitute personnel records and employment activity with substitute service clerks. Recruits substitutes. Creates new substitute personnel files (including fingerprint verification) and maintains substitute teacher roster. Assists the Curriculum Coordinators with recommendations of certified substitutes to interview that may be available for long term substitute assignments,

Reviews weekly time sheets and verifies information with personnel attendance records on file.

Processes pay schedules for all extra pay employees at the middle school level. Prepares science lead teacher and liaison payment schedules for submission to payroll.

Provides secretarial services to Assistant Superintendent, Human Resources. Screens personnel mail and telephone calls. Word processes correspondence, memoranda and reports; and prepares routine correspondence. Refers inquiries to appropriate person or office as necessary. Assists Executive Secretary with various jobs. Assists with front reception desk duties.

Creates and tabulates District personnel charts and tables for reports, budget development and related personnel activities as requested.

### **Incidental Job Functions:**

Establishes and maintains a variety of staff human resources and office files and records.

**Knowledge, Skills and Abilities:** A thorough knowledge of modern office practices, procedures and methods and ability to analyze office administrative operations and to develop operational improvements. Ability to understand the internal organization responsibilities and programs of the Board of Education, with a strong working knowledge of human resources policies and procedures. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagrammatic or schedule form and to deal with a variety of problems where only limited standardization exists. Ability to add, subtract, multiply and divide all units of measure and to perform payroll administrative tasks. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with public relations problems courteously and tactfully.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a high school education, and four years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Regular and long-term exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in carrying out administrative related duties in a busy office with regular interruptions and the urgency of deadlines; and frequent contact with district employees and substitute employees, often new to the District.

**Bulletin:** The job of Administrative Secretary III in the Human Resources Office requires a self-starter who enjoys working independently in a diverse work environment. The position requires a combination of secretarial, payroll, bookkeeping, word and data processing and people skills. Ability to independently research assigned personnel data information and prepare narrative and statistical reports. The secretary deals with confidential information and must use discretion in the performance of her duties. The secretary must have strong motivation to be part of a team operation. Personal satisfaction in contributing to an outstanding school system is guaranteed.

Revised 07/04  
Revised 04/2012

## **Fairfield Public Schools**

**Title:** Administrative Secretary II (Human Resource Accounts)

### **Job Purpose Statement:**

Provides secretarial and clerical administrative assistance of a confidential, complex, and responsible nature in the Human Resources Office, including tuition reimbursements, degree changes, student teaching/intern assignment coordination, TEAM program, human resources accounts, purchase orders and input of hourly and summer school employees.

**Supervision Received:** Receives general direction from the Director of Human Resources, who outlines general policies, assigns duties and reviews work for conformance with standards; performs duties on own initiative, exercising judgment and tact; and may receive task supervision from the Executive Secretary.

**Supervision Exercised:** None

### **Essential Job Functions:**

Collaboratively, with school administration coordinates student teaching and graduate internship placements within the District. Processes contracts and payment of stipends to various universities.

Assists with the Teacher Education and Mentoring (TEAM) Program. Processes paperwork and coordinates meetings for TEAM Coordinator. Works with State of Connecticut TEAM contact. Ensures that all participants meet state requirements as mentors. Maintains and updates list of trained mentors.

Performs general office administrative tasks to assist Administrator and Executive Secretary in the coordination of the daily, term and seasonal tasks of the office and to relieve Administrator of administrative detail. Processes correspondence, reports and records from hand-written notes or documents. Screens telephone calls and correspondence. Responds to inquiries, resolves immediate matters as able, or refers involved matters to Administrator.

Performs calculating, posting and verifying duties in processing tuition reimbursement requests. Performs additional research in searching records and by contacts with school personnel to assure contract authorized reimbursements before submission for approval by administrator. Processes tuition reimbursement request form from teachers, posts on spreadsheet and prepares tuition reimbursement invoice for processing by the Business Office.

Prepares and processes purchase orders for Human Resources accounts. Enters purchase orders and posts appropriately. Submits to Business Office for processing, along with necessary paperwork.

Assists the Special Education and Instructional Office by performing data entry in MUNIS for all Summer School hires. Ensures all prospective employees have met the district's requirements for hire.

Performs varied human resource office functions including employment verifications, earnings research, supplies, microfilm, substitute service time, reports and other duties as assigned.

**Incidental Job Functions:**

Orders and prepares invoices for materials, supplies and equipment for Human Resource Office. Assists with front desk reception desk duties on a rotating basis. Operates office equipment including computer, calculator, copying machines and the fax machine.

Assists Executive Secretary and other staff as necessary. Performs related work as required.

**Knowledge, Skills and Abilities:** A thorough knowledge of modern office practices, procedures and methods and ability to analyze office administrative operations and to develop operational improvements. The skill to perform secretarial tasks, word and data processing, including spreadsheet programs. Ability to understand the internal organization responsibilities and programs of the Board of Education, with a strong working knowledge of mission of the Human Resource Office. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagrammatic or schedule form and to deal with a variety of problems where only limited standardization exists. Ability to maintain administrative and general records and to prepare reports and answer questions from records. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with Human Resource related problems courteously and tactfully.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a high school education, and three years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Must have excellent organizational skills and strong interpersonal skills.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in carrying out administrative related duties in a busy office with regular interruptions and the urgency of report deadlines; and organizing workload within time constraints.

**Bulletin:** The job of Administrative Secretary II in the Human Resource Office requires a self-starter who enjoys working independently in a diverse work environment. The position requires a combination of secretarial, human resources, word and data processing, spreadsheet and people skills. Strong organizational skills are necessary due to the variety of activities, frequent interruptions and the responsibility of accuracy in maintaining personnel records. The secretary deals with confidential information and must use discretion in the performance of her duties.

06/20/03  
Revised 7/27/2009  
Revised 8/31/10

## **Fairfield Public Schools**

**Title:** Executive Secretary (Special Education)

**Job Purpose Statement:** Performs administrative and secretarial assistance of a confidential, complex, and responsible nature for the Director of Special Education

**Supervision Received:** Receives general direction from the Director of Special Education, who outlines general policies, assigns duties and reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact. Receives task direction from professional staff.

**Supervision Exercised:** Assigns work to secretarial and clerical staff; transmits instructions of Director to staff members, and follows up to assure compliance with instructions and related time limits.

### **Essential Job Functions:**

Plans and organizes work according to standard office procedures. Takes, transcribes and composes correspondence, meeting minutes, and agendas of sensitive, legal and confidential matters. Assists Director and staff members in seeking out, coordinating, and preparing information for meetings, reports and submissions in compliance with legal and procedural deadlines.

Receives correspondence and screens communications requiring personal attention of Director, and prepares replies, including confidential material; receives and screens visitors to office and incoming telephone inquiries; answers inquiries from employees, school and outside officials, and the public, determining matters requiring attention of Director; and maintains department calendar.

Supervises and/or maintains complex filing system, including confidential material; oversees reference file of correspondence, memoranda, contracts, and a variety of other materials. Maintains administrative and special education student files, ensuring that student files contain materials that meet compliance regulations.

Prepares documents such as agendas, information brochures, workshop information fliers, and distributes various materials regarding special education matters..

Assists Director in the preparation of department budget; compiles and collates data and related information; and types or enters information into word and data processing for final draft proposals.

### **Incidental Job Functions:**

Supervises and/or maintains complex filing system, including confidential personnel material; oversees reference file of correspondence, memoranda, specifications, purchase orders, contracts, and a variety of other materials.

Responds to staff and other school systems regarding special education matters.

Performs special assignments, studies, and other routine functions as directed. Performs tasks of office secretaries as necessary.

**Knowledge, Skills and Abilities:** A thorough knowledge of modern office practices, procedures and methods and ability to analyze office administrative operations and to develop operational improvements. A working knowledge of educational laws, regulations, policies and procedures, including the terminology of special education.. A working knowledge of the internal organization programs and responsibilities of Board of Education. The skill to perform secretarial tasks, including taking and transcribing correspondence, minutes of meetings and complex reports, etc. in shorthand, speed writing, rough notes or transcription equipment. Ability to carry out duties with a high degree of independence. Ability to apply principles of office management to resolve 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, diagrammatic or schedule form. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with public relations problems courteously and tactfully.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with an Associate's degree in Business Administration or Secretarial Science or a related course of study, and four years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Irregular and short-term exposure to computer screen. Some degree of stress in carrying out administrative related duties.

**Bulletin:** The job of Executive Secretary to the Director of Special Education requires a self-starter who enjoys working in a busy and changing work environment. The position requires a combination of secretarial, office management, computer and people skills. Personal satisfaction in contributing to an outstanding school system is guaranteed.

7/1/97



## **Fairfield Public Schools**

**Title:** Pupil Services Secretarial Assistant

**Job Purpose Statement:** Performs responsible and varied secretarial and accounting work in organizing, maintaining, and processing special education grants; prepares and maintains tuition data for out-of-district placement of students and billing of incoming tuition students; and prepares a variety of reports from source data.

**Supervision Received:** Receives general direction from the Director of Special Education and Special Programs; works independently, establishes priorities within general work assignment.

**Supervision Exercised:** Provides task supervision to Administrative Secretaries I and II.

### **Essential Job Functions:**

Performs accounting and record-keeping during grant application and Budget preparation. Obtains personnel and facilities data, calculates amounts to be charged to grants, and completes grant data for review by Director. Processes applications to State Department of Education or other grant sources.

Submits approved grant information to Business Office for establishment of budget format and entry into automated budget accounting system. Processes moneys charged to respective grants, and monitors expenditures. Reports status of accounts to Director and makes regular report summaries to grantors. Interacts with state and grant sources to assure appropriate use of moneys. Responds to queries from external auditors on grant-related matters.

Coordinates tuition information for out of District placement of students. Calculates tuition costs in accordance with Individualized Education Programs. Composes transmittal correspondence for Director and processes contracts for signature of Superintendent. Verifies tuition invoices, assigns account numbers and processes for payment. Develops tuition projections for budget making, and monitors tuition expenditures from a variety of grant programs.

Compiles and submits student cost through use of (Sedac-G) reports to state for identified special education students. Assists Internal Auditor with Special Education section of report. Submits reimbursement requests to Board of Education & Services to the Blind. Prepares biweekly timesheet payrolls. Performs calculating, verification and reconciliation tasks.

### **Incidental Job Functions:**

Establishes chart of accounts for out-of-town tuition funds and processes funds for program. Composes correspondence to sending districts and arranges for invoicing. Maintains monthly projection for Director.

Assists in the processing of Special Education records, reports, compilation of materials, screening telephone calls and mail, testing, transportation assignments and related programs.

Operates office equipment such as computer, typewriter, calculator and copying machines. Performs related work as required.

**Knowledge, Skills and Abilities:** A thorough knowledge of modern office practices, procedures and methods. A working knowledge of accounts control and management, and the ability to develop operational improvements. An in-depth working knowledge of accounting procedures and terminology. Ability to apply principles of bookkeeping to solve practical problems and to deal with a variety of variables where only limited standardization exists. Ability to add, subtract, multiply and divide all units of measure. Ability to understand the internal organization responsibilities and programs in Special Education. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagrammatic or schedule form and to deal with a variety of problems where only limited standardization exists. The skill to perform basic secretarial tasks. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with public relations problems courteously and tactfully. Ability to develop complex spreadsheets using Microsoft Excel, strong and accurate data entry skills are required.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a high school education, and four years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Irregular exposure to computer screen. Some degree of stress in carrying out administrative related duties in a busy office with regular interruptions and the urgency of report deadlines.

**Bulletin:** The job of Administrative Secretary in Special Education unit requires a self-starter who enjoys working independently in a diverse work environment. The position requires a combination of accounting, bookkeeping and strong interpersonal skills. Heavy involvement in grant applications and monitoring. Personal satisfaction in contributing to an outstanding school system is guaranteed.

## **Fairfield Public Schools**

**Title:** Special Education Secretary  
(Assistive Technology and Extended Year Services)

**Job Purpose Statement:** Provides administrative, clerical and secretarial assistance of a confidential, complex, and responsible nature, for the Director of Special Education, Pupil Services and Special Programs; interacts with staff, parents and the public.

**Supervision Received:** Receives general supervision from the Director of Special Education, Pupil Services and Special Programs; the Elementary Coordinator and the Executive Secretary (Special Education.)

**Essential Job Functions:** Organize and prepare work using computer based word processing, database or spreadsheet programs. Receives, enters and maintains information concerning Extended Year Services (EYS), Assistive Technology (AT) and Speech and Language (SLP) scheduling and maintaining the Elementary Coordinator's meetings, PPTs and Professional Development. Packages and forwards information to schools.

Performs secretarial and clerical services in communicating with parents, schools, staff members, medical and other professionals in support of Special Education, Extended Year Services, Assistive Technology and Speech and Language programs and staff.

Assembles information, organizes, sets up and maintains confidential files/materials. Performs lead secretarial/clerical administrative work in the functional area of EYS, SLP and AT. Develops and maintains a roster of service providers. Responds to inquiries from prospective service providers, supplies employment application, tax forms, I-9 forms and fingerprinting information. Interacts with professional staff to arrange EYS, AT, and SLP evaluations, facilities location, work assignments, etc.

Prepares, processes and maintains AT inventory. Assists Executive Secretary (Special Education) and administrative secretaries in the processing of special education records, reports, compiling of materials, screening of mail and telephone calls, scheduling meetings, testing, transportation assignments and related programs. Performs clerical accounts work in maintaining EYS accounts. Primary secretarial support for Coordinator of Related Services (Occupational Therapy, Physical Therapy, Speech) including department supports.

**Incidental Job Functions:** Operates office equipment including computer, copier, calculator, typewriter, FAX machine and telephone. Assists in organizing and maintaining confidential files.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with the public. A thorough knowledge of Microsoft Word, Microsoft Excel, modern

office practices, procedures and equipment. Knowledge of Board of Education and Special Education services Ability to follow oral and written instructions, the skill to perform word and data processing with accuracy. Ability to organize and maintain diverse data, files and records, perform basic bookkeeping tasks and operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a High School education and three years of increasingly responsible secretarial, clerical, office administrative experience or an equivalent combination of education and experience. Ability to work independently. Good organizational skills needed.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, ie. files, office supplies, etc. Some stress related to meeting deadlines and in interacting with parents, staff members and the public.

**Bulletin:** The job of Special Education Secretary (EYS, SLP and AT) requires strong administrative, secretarial and organizational skills. Interpersonal skills are essential due to high level of contact with parents, staff members and the public. The Special Education Secretary deals with confidential information and must use discretion in the performance of his/her duties.

Revised 9/24/08

Revised 3/4/2010

## **Fairfield Public Schools**

**Title:** Administrative Secretary I – (Special Education-Pre School, Secondary and Non-Public)

**Job Purpose Statement:** Provides administrative and secretarial assistance of a confidential, complex, and responsible nature, for the Special Education Department; interacts with teachers, paraprofessionals, related service staff, parents, students, central office and the public; and performs related bookkeeping, records management, and communications services.

**Supervision Received:** Receives general supervision from the Executive Secretary of Special Education, Coordinator of Preschool Special Education and Secondary Coordinator; works with independence, establishing priorities within work assignment.

**Essential Job Functions:**

Enters data and performs word processing in completing a variety of correspondence, memoranda, forms, notices and reports. Acts as liaison to parents, students, central office and public; schedules appointments, and screens telephone calls and correspondence.

Transmits and explains Coordinator's directives to designated persons, and follows up for compliance, completeness and timeliness. Organizes and processes reports to Central Office and inter-government agencies.

Organizes and schedules P.P.T. meetings, to include Birth to Three transition meeting schedule, kindergarten transition information, middle and high school, 18-21 year old and school to life transition programs, staff observations and evaluations, and follow-ups as necessary. Serves as a liaison between the Secondary Coordinator and adult agencies and ensures accuracy in Federal reporting.

Creates and maintains student database for non-public, preschool, Birth to Three population and transition to elementary school. Disaggregates and visually represents data for coordinator. Prepares professional development materials and presentations; coordinates presenters and provides needed support at Coordinator's discretion.

Maintains inventory of psychological testing materials. Prepares purchase orders to maintain supply or obtain new materials. Receives and validates accuracy of materials received.

Provides secretarial support to the Early Childhood Center summer school program at its designated location.

**Incidental Job Functions:** Analyzes office and administrative procedures. Makes recommendations to improve workflow and to effect efficiencies.

Coordinates with central office use of school building and grounds.

Assists Executive Secretary and Administrative Secretaries in the processing of Special Education records, reports, compilation of materials, testing, transportation assignments and related programs.

Assists Administrative Secretaries by photocopying records and filling requests for student records. Operates office equipment such as computer, typewriter, calculator and copying machine.

Temporarily relieves other office staff as need requires. Performs related work as required.

**Knowledge, Skills and Abilities:**

A working knowledge of Special Education policies, procedures and philosophy.

Advanced skills in Microsoft Office suite: Outlook, Word, Excel, Access and PowerPoint. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagrammatic or schedule form and to deal with a variety of problems where only limited standardization exists. Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

Ability to maintain the highest ethical standards for professionalism and confidentiality.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with parents and the public, and in meeting schedule deadlines.

**Bulletin:** The job of Special Education Secretary requires a person with strong administrative, clerical, and secretarial skills. Overall organizational skills are necessary due to the variety of activities. Good interpersonal skills are essential due to the nature of contact with parents, teachers and staff members. The secretary deals with confidential information and must use discretion in the performance of his/her duties.

## **Fairfield Public Schools**

**Title:** Payroll Specialist

**Job Purpose Statement:** Performs responsible accounting work in the administration of an automated payroll system, along with controlling all aspects of options, queries, configurations, and updates to the system. Responds to payroll inquiries from departments and employees; and prepares a variety of payroll and related reports including but not limited to State, Federal, Board of Education and State Teacher Retirement Board reports. Provides payroll services for all contracted and hourly employees with a dollar value of payroll in excess of 70% of the Public School Budget.

**Supervision Received:** Receives general direction from the Director of Finance, who outlines general policies, assigns duties and reviews work for conformance with standards; performs duties on own initiative, exercising judgment and tact; and receives task supervision from the Accounting Supervisor and Human Resources Assistant.

**Supervision Exercised:** Task supervision of Payroll Clerk.

### **Essential Job Functions:**

Reviews and prepares payroll information for entry into an automated payroll system with a full understanding of the payroll process and requirements. Performs all facets of payroll operations, including, but not limited to, salary and pension calculation, payroll balancing, paycheck production, and distribution.

Meets with individual employees as required, and resolves problems as necessary. Maintains payroll and deduction records for the purpose of providing an audit trail history. Is responsible for the preparation of a variety of payroll and related reports including but not limited to State, Federal, Board of Education and State Teacher Retirement Board reports for the purpose of assuring accuracy and compliance.

Prepares special payroll for temporary, intermittent, and seasonal employees. Maintains Maintenance/Custodian personnel records including: attendance, leave of absence, pension, seniority listing, and updates longevity to provide an audit trail history.

Processes unemployment information, non-certified retirements, wage garnishments, IRS wage attachments, and W2 document compilation.

Performs special assignments for supervisor in developing financial information. Assembles and projects payroll information for budget development, collective negotiations, and related special reports to Board of Education.

Works in conjunction with systems programmer to ensure that efficient payroll reporting, updating, and verification procedures are in place.

**Incidental Job Functions:**

Performs administrative duties as related to Payroll Specialist Position and other duties as directed. Enters and retrieves data in an automated payroll system.

Answers public and other employee inquiries related to payroll matters.

**Knowledge, Skills and Abilities:** Superior working knowledge of payroll principles, methods and practices; good knowledge of accounting principles and methods, and ability to apply and adapt established methods to varied financial transactions. Working knowledge of Board of Education procedures, rules, and payroll structures. Ability to apply principles of payroll administration to resolve 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, and diagrammatic or schedule form. Ability to maintain complex payroll records and develop payroll reports and statements. Ability to perform detail work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to respect confidentiality of privileged information. Excellent knowledge of modern office equipment, practices, and procedures. Have a demonstrated competency in spreadsheet, word, and data processing, including ability to work in a variety of computing systems. Ability to establish and maintain effective working relationships with other employees and the public.

**Minimum Qualifications Required:** A high school diploma and three years of increasingly responsible payroll, bookkeeping or accounting experience; or equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Prove competence through municipal payroll preparation test.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights, for example, ledgers, office supplies, etc. Some degree of stress in meeting payroll deadlines, and in responding to payroll questions from staff members.

**Bulletin:** The job of Payroll Specialist requires an in-depth superior knowledge of payroll administrative procedures, computer spreadsheet applications, and the ability to meet deadlines. The daily work includes highly responsible tasks requiring independent judgment as well as responsibility for the outcome of the work assignment. The Specialist must be a self-starter, have excellent organizational skills to bring assignments to accurate completion and be sensitive to the issues of personal income.



**Fairfield Public Schools  
Fairfield, Connecticut**

**Title:** Insurance Benefits Specialist

**Job Purpose Statement:** Performs responsible administrative, secretarial, and accounting related work in the administration of active and retired employee insurance programs. Responsible for implementing and coordinating all activities related to health, dental, life, disability insurance and workers' compensation.

**Supervision Received:** Receives general direction from Director of Finance who outlines general policies and reviews work for conformance with established standards. Performs regular duties independently, exercising a high degree of judgment and tact. Receives task direction from the Accounting Coordinator.

**Supervision Exercised:** Provides task direction to Insurance Benefits Clerk, and other staff as assigned.

**Essential Job Functions:** Acts as District liaison between active and retired employees and their families and insurance carriers. Provides insurance information and forms for new employees and those changing status. Provides general information and claims assistance on all insurance programs.

Calculates, verifies and reconciles all monthly invoices from carriers, verifies data for audit reports and processes for payment. Provides the administration with information to support budget projections, planning, cost controls, and collective bargaining. Provides claims analysis information as required.

Performs secretarial, bookkeeping and accounting related tasks such as change of dependent, leaves of absence, terminating employees, retirements and any other adjustments. Notifies retirees and all active employees of rate or benefits changes. Calculates grant reimbursements for employee benefits funded by a variety of grant programs. Files a quarterly report with the Connecticut Teachers Retirement Board to apply for the retiree's premium reimbursement subsidy. Handles extensive telephone contact with employees and retirees who have questions about coverage/benefits on all forms of insurance.

Coordinates with the Payroll and Human Resource Departments as it relates to all benefits, including but not limited to section 125 and long term health care benefits, payroll deductions for insurance, and employee benefit status. Monitors all workers' compensation cases and coordinates follow-up and monitoring with Town of Fairfield Risk Management Office. Works with insurance providers to assure that financial arrangements are appropriate and accurate. Responsible for programs such as COBRA and FMLA, making certain that the District conforms to all insurance related rules and regulations. This position requires the ability to deal professionally with confidential information of a personal nature.

**Incidental Job Functions:** Distributes insurance informational materials and updates as available. Performs clerical tasks in maintaining records and files of Business Office. Performs related work as required. Conducts employee group orientation on insurance programs.

All other duties as assigned by Supervisor.

**Knowledge, Skills and Abilities:** An excellent working knowledge of insurance and general accounting principles, medical and dental terminology, contract language as it relates to insurance, COBRA, FMLA, HIPPA, Workers Compensation, Medicare and medical related governmental regulations, including the Affordable Care Act. Ability to maintain related financial records and to write and prepare reports. Ability to independently resolve issues related to insurance and research solutions to problems. Ability to perform detail work related to this position independently and with accuracy. Good knowledge of current office procedures and equipment including technology. Computer knowledge of data processing/data entry, Excel and Word a prerequisite. Ability to establish and maintain effective working relationships with other employees, insurance carriers, and the public.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and three years of increasingly responsible experience in benefits administration, accounting or bookkeeping work, with additional secretarial responsibilities.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Vision abilities required include close vision and depth perception. Lifting of light to medium weights, e.g. files, office supplies, etc., must be able to lift and move weights up to 15 pounds. Some degree of stress in interacting with staff members, retirees, in meeting reporting deadlines, and in dealing with confidential information of a personal nature. Employee is required to sit, talk and hear. Must be able to frequently stand, walk, reach with hands and arms and bend. Regular attendance is required to successfully perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Bulletin:** The job of Insurance Benefits Specialist encompasses the full range of insurance benefit applications, including claims documentation and reporting. Must be self-motivated and able to make independent decisions when necessary. Must be able to deal courteously and tactfully with staff members, retirees, carriers, and the public. Computer knowledge of data processing/data entry, Excel and Word, a pre-requisite as is knowledge of insurance terminology, bookkeeping, and standard business practices.

## **FAIRFIELD PUBLIC SCHOOLS**

**Title:** Insurance/Benefits Clerk

**Job Purpose Statement:** Performs a variety of responsible clerical, secretarial, and record-keeping work; maintains active and retired employee group insurance plans and benefits.

**Supervision Received:** Receives general supervision from Business Administrator, task supervision from the Director of Finance and the Insurance Benefits Specialist; performs tasks independently within general work assignment.

**Supervision Exercised:** Provides task supervision to clerical staff.

### **Essential Job Functions:**

Performs secretarial and clerical tasks, reviews claims and enters data into excel spreadsheets and maintains telephone contact with retirees.

Assists active and retired employees and their families by providing information, application, and claims assistance. Responds to telephone inquiries or meets with subscribers and dependents, concerning medical, life, and disability matters. Acts as liaison between plan participants.

Receives, records, and processes insurance payments from retirees, non-payroll participants, i.e. early retirees, leave employees, etc. Performs calculating, verifying and posting tasks, prepares payment transmittal information, and completes processing of premium payments. Prepares periodic benefits costs information and reports.

Assists in development of various insurance projections for budget -making, collective bargaining, cost control and planning purposes. Retrieves and processes data for insurance reports.

Assists in the coordination of the annual open enrollment period. Prepares and collates information packets. Distributes packets to participants, and responds to questions.

### **Incidental Job Functions:**

Composes and word processes/types a variety of correspondence, including reports to carriers, information or responses to active and retired employees.

Performs administrative clerical tasks in Business Office, types, files and performs related work as required.

**Knowledge, Skills and Abilities:** Knowledgeable in modern office practices, procedures, and equipment. Able to attain a working knowledge of Board of Education rules, policies, procedures, and functions. Working knowledge of medical and dental terminology, familiarity with COBRA, Medicare, and medical related governmental regulations. Ability to acquire skill to perform data and word processing and to type accurately a variety of records, reports, and related materials. Ability to understand and follow oral and written instructions, and ability to make decisions in accordance with current office procedure. Ability to compose correspondence, memoranda, and related reports. Ability to establish and maintain accounts' files and maintain records. Ability to establish and maintain effective working relationships with school staff, employees, carriers, and the general public.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience; or any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with staff members, retirees, in meeting reporting deadlines, and in dealing with confidential information of a personal nature.

**Bulletin:** The job of Insurance Clerk requires varied clerical, secretarial and accounts clerk skills. The Insurance Clerk must be a self-starter, comfortable in working with people and numbers, and capable of interpreting Board of Education policy to the public in a pleasant and affirmative manner. Experience in word and data processing a plus.

7/19/02

## **Fairfield Public Schools**

**Title:** Accounting Specialist

**Job Purpose Statement:** Assists in control of the accounting functions of the school system in budget preparation and management, establishment and monitoring of grant accounts, and administratively reviewing a variety of accounting and bookkeeping procedures including accounts payable, accounts receivable and cash management, payroll and pension calculations.

**Supervision Received:** Works under the general supervision of the Business Administrator and the Supervisor of Fiscal Services. Works independently using own initiative, establishing task priorities, and performs special assignments for supervisors in developing financial information.

**Supervision Exercised:** Provides task supervision to secretarial, clerical, and substitute staff as necessary.

### **Essential Job Functions:**

Performs various accounting and bookkeeping functions in a variety of computer surroundings. Provides extensive hands-on support for a diversity of fiscal functions by utilizing spreadsheets, data base and preprogrammed computer operations. Assists in preparation and monitoring of annual budget. Compiles and coordinates data. Provides calculations for end-of month financial statement transfers and adjustments. Assists departments in resolving discrepancies in their budget accounts. Keeps supervisor informed of status of accounts.

Monitors expenditures of federal, state and internal grants, and prepares and submits required financial reports. Maintains account balances and projects funding availability based on department activity. Provides cash management, cash receipts and other financial monthly reports. Performs liaison duties in compiling and coordinating data for review by external auditors.

Prepares special education and other tuition billing statements. Processes tuition payments, summer school fees and other billings, collections and deposits. Responsible for preparing bank reconciliation's, issuing checks, and assisting other departments with student activity accounts and other banking related issues. Responsible for reviewing all purchase order voucher packages for payment and researching vendor inquiries.

Reviews all payroll salary and pension calculations, time sheets, pay rate and deduction settings prior to payroll being processed. On a backup basis performs all facets of payroll operations including, but not limited to, salary calculations, paycheck production/distribution, and payroll balancing.

### **Incidental Job Functions:**

Enters and retrieves data in an automated accounting system. As assigned, sets up and maintains Special Accounts or financial systems for various funds. Recommends systematic changes to improve accounting performance.

Answers public and other school inquiries on financial and bookkeeping matters. Responds to questions concerning purchase orders, and resolves problems related to billings, collections, etc. Performs other related duties as directed.

**Knowledge, Skills and Abilities:** Excellent knowledge of municipal accounting principles and methods and ability to apply and adapt established methods to varied accounting transactions. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately. Ability to interpret financial statements and to prepare complete and accurate accounting reports and statements of some complexity. Have demonstrated competency in preparing, interpreting and analyzing data in a spreadsheet environment. Ability to respect confidentiality of privileged information. Working knowledge of modern office equipment, practices, and procedures. Ability to establish effective working relationships with other employees and the public. Ability to write financial reports.

**Minimum Qualifications Required:** An Associate's degree in accounting or business administration or its equivalent, and at least three years experience in municipal accounting and computer operations; or, the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Routinely and regularly exposed to computer screen. May be required to lift light to medium weights, for example, ledgers, office supplies, etc. Some degree of stress in meeting deadlines and compilation of application for grants and completion of various reports .

**Bulletin:** The job of Accounting Specialist consists of a variety of accounting functions in support of business operations and fiscal services, including payroll procedures for Fairfield Public Schools. This highly responsible position requires excellent organizational abilities, independent judgment as well as responsibility for the outcome of the work assignment.

7/1/97

Revised 4/17/98

## **Fairfield Public Schools**

**Title:** Accounts Payable Clerk

### **Job Purpose Statement:**

Performs varied and responsible accounting work using an automated accounts payable system with a focus on purchase order processing of all goods and services. Maintains constant communication with vendors and school district personnel to achieve accurate and timely ordering. Maintains cross training relationships with other accounts payable clerk and/or other Business Office personnel on an ad hoc basis.

### **Supervision Received:**

Receives general direction by the Director of Finance, who is consulted on unusual problems or on difficult technical questions. Receives supervision from the Accounting Supervisor and other task instructions from the Accounting Specialist. Works independently planning and organizing work according to standard office procedures.

### **Supervision Exercised:**

Provides task supervision to individuals providing assistance.

### **Essential Job Functions:**

Performs calculating, posting, data entry and verifying tasks in processing financial data for use in an accounts payable central control system. Prepares and reviews purchase orders, invoices and related information for proper account coding, mathematical accuracy, vendor designation, correct prices and discounts, authorized signatures and related information. This position has full responsibility for the timely and accurate ordering of all goods and services, which are obligations of the Fairfield Public Schools.

Responds to vendor inquiries and resolves problems related to orders, payments, etc. Interacts with vendors to assure timely or emergency deliveries. Follows up on delayed or overdue deliveries. Processes and monitors partial payments for various accounts.

Prepares information sheets for encumbrances, account adjustments, payments, and related information and processes as necessary. Coordinates information and processing needs with staff members to assure accuracy, timely payments and availability of funds. Provides schools and departments with status and details of account expenditures.

Processes payment of district utility and fuel bills. Maintains monthly log of usage and expenditures. Analyzes information. Prepares expenditure information for use in budget making.

### **Incidental Job Functions:**

Establishes and maintains financial and office administrative records/files as needed. Provides reports to schools and departments as needed.

Performs general office clerical tasks. Operates standard office equipment (copy machine, calculator, etc.), PC, network terminal and peripherals. Performs other related duties as directed.

**Knowledge, Skills and Abilities:**

A working knowledge of accounts payable and bookkeeping principals, methods and practices; working knowledge of accounting principles and methods, and ability to apply and adapt established methods to varied financial transactions. Working knowledge of Board of Education policies, procedures, and structures. Ability to maintain financial records of some complexity and to prepare reports and statements. Ability to apply principles of accounting to resolve 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, diagrammatic or schedule form. Ability to perform detail work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Working knowledge of modern office equipment, practices and procedures, and ability to acquire a working knowledge of department computer systems. Ability to establish and maintain effective working relationships with other employees and the public.

**Minimum Qualifications Required:**

A high school diploma and two years of increasingly responsible bookkeeping or accounting clerical experience; or an equivalent combination of education and experience. Candidate's skill level must be clearly demonstrated through an accounts payable assessment instrument.

**Physical Exertion/Environmental Conditions:**

Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights; for example, ledgers, office supplies, etc. Some degree of stress in public contact; interacting with vendors, and in meeting deadlines.

**Bulletin:**

The Accounts Payable Clerk plays a key role in the operation of the School District Business Office. Processes all purchase orders and maintains and analyzes utilities. Must have Bookkeeping skills, knowledge of accounting methods and terminology. Ability to work independently, coordinate with others, follow routines with accuracy, have good organizational abilities, exemplary skills in the areas of mathematics computation, spreadsheets and related operations. Job satisfaction comes from being a part of a successful school business operation.



## **Fairfield Public Schools**

**Title:** Secretary, Student Records and Business Office (Construction and School Services)

### **Job Purpose Statement:**

Performs responsible and technical clerical/secretarial work with accuracy and speed; works independently with minimal supervision in a multi-task environment of frequent interruptions and changes in task priority. Accurately interprets and applies legal mandates, policies, regulations, and guidelines with regard to student records; accurately performs simple mathematical calculations, meets stringent deadlines; communicates effectively in oral and written form; effectively operates a computer and uses appropriate application software; understands and follows oral and written directions.

### **Supervision Received:**

Receives direction from the Director of Operations and task or project supervision from the Manager of Construction, Security and Safety, the School Services Liaison and the Administrative Assistant.

**Supervision Exercised:** Not applicable

### **Essential Job Functions:**

Utilizes computerized student information system to maintain student enrollment information. Receives student data from schools and a variety of sources. Ascertains accuracy and reliability of information.

Produces monthly, annual and periodic enrollment reports, and submits reports as necessary to the State Department of Education and other offices as required. Updates permanent files as necessary (e.g. PSIS and TCS data).

Assists in the development of projected school and kindergarten enrollment projections. Prepares statistical reports of some complexity. Receives requests from Board and School Administrators for various enrollment data. Develops spreadsheets and computer-generated charts to assist Administrators in enrollment analyses, including projecting space and employment needs, and anticipated revenues.

Maintains all withdrawn files for grades PK-7. Coordinates graduate and withdrawn files for retention and storage.

Registers nonpublic and out of district summer school students.

Processes, tracks and researches requests for student transcripts and related records as authorized within Board policies; advises former and current students, employers and educational institutions of guidelines for obtaining information. Receives, records and processing fees. Arranges for annual CD ROM scanning of records.

Assists the appropriate administrator(s) to process construction grants as defined by the State Bureau of School Facilities Unit.

Coordinates school services and safety and construction related meetings. Updates the Emergency Protocol Book, policy handbook, school safety committee and Tools for Schools Committee information.

Provides general secretarial support to the Manager of Construction, Security and Safety, the School Services Liaison and the Business Office.

**Incidental Job Functions:**

Performs clerical/computer functions, receptionist and secretarial tasks, including organizing and maintaining office files, screening mail and calls, and greeting visitors. Operates various office equipment; such as a desktop computer, calculator, copy machine and fax machine. Relieves office staff as necessary. Assists business office staff as needed. Assists with front reception desk coverage as required. May perform other duties as required.

**Knowledge, Skills and Abilities:**

Knowledge of modern office practices, procedures and equipment. Knowledge of business English, spelling and mathematics. Ability to acquire a strong working knowledge of Board of Education rules, policies, procedures and functions. Ability to perform statistical data entry and to type accurately a variety of records, reports and related materials. Ability to make relatively complex mathematical computations and tabulations. Ability to understand and follow moderately complex oral and written instructions and ability to make decisions in accordance with Board of Education policy. Ability to compose correspondence, memoranda, and related reports. Ability to establish and maintain files and administrative records. Ability to establish and maintain effective working relationships with school staff, employees and the general public. Ability to deal with confidential data in a mature and responsible manner. Attention to detail and strong proofreading skills are required.

**Minimum Qualifications Required:**

The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Physical Exertion/Environmental Conditions:**

Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights, for example, ledgers, office supplies, etc. Some degree of stress in meeting report deadlines and in dealing with requests for confidential information.

**Bulletin:**

This job requires varied computer, clerical, secretarial and accounts clerk skills. The Secretary must be a self-starter, comfortable working independently, with people and numbers, and capable of interpreting Board of Education policy to the public in a pleasant and affirmative manner.

9/12/2012

## **Fairfield Public Schools**

**Title:** Facilities Scheduling Coordinator

**Job Purpose Statement:** Performs administrative clerical, secretarial and bookkeeping work in the scheduling and coordinating of school space availability for public use; interacts with school personnel to assure availability of space; and screens applications to assure appropriate use of school properties in conformance with Administrative Regulations. Functions as backup for the enumeration clerk. Performs activities related to student registration, student information and transcripts on an as needed basis.

**Supervision Received:** Receives general direction from Business Administrator; works independently within functional area of facilities scheduling and use, and refers questionable matters to the Administration. Receives task supervision from the Administrative Assistant. Works cooperatively with the Administrative Assistant to provide clerical and secretarial support to the Business Office Administration.

**Supervision Exercised:** None. May provide task direction to school maintenance staff.

**Essential Job Functions:** Receives requests for school building and site reservations. Interacts with school personnel to determine availability of space/site. Develops master schedule for long-term use and short-term schedule for intermittent use for special events.

Reviews applications to determine appropriate use of facilities in conformance with established Administrative Regulations. Assist the public in reserving facilities and providing information such as availability, fees and support staff. Notifies applicants on status of request. May refer questions of propriety of use of facility to the Business Administrator.

Notifies school administration, maintenance department and custodial staff of particular use of facilities. Advises staff of identification of renter, time of use, equipment required, and services requested. Advises renter of fees and payment requirements. Sets up account for each renter, and performs calculations, billings, and reconciliation as necessary. Follows up on delinquent accounts. Reconciles accounts at year-end, and prepares information for annual audit.

Provides support for a variety of other business office functions including student information, school support services and related activities. Receives cross-training to backup other business office functions.

**Incidental Job Functions:** Receives school activity payroll information from Maintenance Department and verifies overtime fees incurred by custodians. Performs clerical, receptionist and secretarial tasks including organizing and maintaining office files, screening mail and calls, and greeting visitors. Word processes or types correspondence, reports and memorandums. Relieves office staff as necessary.

**Knowledge, Skills and Abilities:** Knowledge of modern office practices, procedures and equipment. Knowledge of business English, spelling and arithmetic. Ability to acquire a strong working knowledge of Board of Education rules, policies, procedures and functions. Ability to acquire skill to perform data and word processing and to type accurately a variety of records, reports and related materials. Ability to make relatively complex arithmetic computations and tabulations. Ability to understand and follow moderately complex oral and written instructions, and ability to make decisions in accordance with Board of Education policy. Ability to compose correspondence, memoranda, and related reports. Ability to establish and maintain account files and administrative records. Ability to establish and maintain effective working relationships with school staff, employees and the general public. Ability to deal with confidential data in a mature and responsible manner.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience, or any equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights, for example, ledgers, office supplies, etc. Some degree of stress in public contact.

**Bulletin:** The job of Facilities Scheduling Coordinator requires varied clerical, secretarial and accounts clerk skills. The Coordinator must be a self-starter, comfortable in working with people and numbers, and capable of interpreting Administrative Regulations to the public in a pleasant and affirmative manner. Experience in word and data processing is required. Satisfaction in the position derives from playing a part in the successful use of school facilities and sites.

## **Fairfield Public Schools**

**Title:** Secretary/Clerk Business Office

### **Job Purpose Statement:**

Performs clerical, secretarial and other responsible work using current office technology with a focus on general secretarial and clerical procedures. Responsible for timely and accurate preparation of a variety of assigned tasks within the scope of the Business Office.

### **Supervision Received:**

Receives general supervision from the Director of Operations and Director of Finance and task and/or project supervision from the Administrative Assistant. Supports the Administrative Assistant in providing support for administrative staff.

**Supervision Exercised:** Not applicable.

### **Essential Job Functions:**

Screens incoming telephone calls and refers calls to various offices, staff members or schools. Responds to inquiries and provides information as appropriate. Opens and distributes mail. Inventories and orders all business office supplies.

Works cooperatively with the Administrative Assistant to provide clerical and secretarial support to the Business Office administration. Word processes correspondence, memoranda and reports; prepares routine correspondence; prepares purchase orders; and maintains filing systems.

Interacts with public and staff members on a daily basis.

Logs telephone equipment and operation problems from various schools and offices. Resolves as possible, or refers to company for repair.

### **Incidental Job Functions:**

Performs relief clerical, and secretarial work as needed. Performs related work as required.

The Secretary/Clerk for the Business Office acts as backup to the Enumeration Clerk when necessary by assisting with the processing of request for transcripts and related records as authorized within Board policies.

The Secretary/Clerk for the Business Office acts as backup to the Facilities Scheduling Coordinator when necessary by assisting the public in reserving facilities and providing information such as availability and fees.

Performs other related duties as directed.

**Knowledge, Skills and Abilities:**

Knowledge of modern office practices, procedures and equipment. Knowledge of business English, spelling and arithmetic. Ability to communicate in a positive, friendly manner with staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to follow written and oral instructions, perform word and data processing, basic bookkeeping tasks, organize and maintain files and records and operate a variety of office equipment.

**Minimum Qualifications Required:**

The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:**

Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with staff members and the public.

**Bulletin:**

The Secretary/Clerk in the Business Office receives frequent telephone calls and other interruptions; it is essential that the secretary/clerk be pleasant, calm and helpful in all contacts. This job requires strong multi-tasking skills as well as clerical, secretarial and organizational skills. The secretary/clerk deals with confidential information and must use discretion in the performance of duties.

## **Fairfield Public Schools**

**Title:** Copy Center Clerk

**Job Purpose Statement:** Performs lead work in the reproduction, collation and binding of District documents, reports, correspondence, letterheads and envelopes; and organizes and processes incoming and outgoing U.S. Mail, inter-office mail, and parcels and packages of various delivery services.

**Supervision Received:** Receives general supervision from the School Services Liaison, and task supervision from the Administrative Assistant; works independently, establishes task priorities within general work assignment; and reports regularly on completion of assignments.

**Supervision Exercised:** Provides general supervision to part-time help and to volunteers.

**Essential Job Functions:** Receives requests and materials for duplication of documents, publications, reports, and other printed materials which require multiple copies. Reviews requests with sender to verify number of copies and distribution. Operates copying, collating and stapling equipment to comply with distribution instructions. Processes to pre-determined receivers.

Receives, sorts and distributes incoming mail. Receives and processes outgoing mail. Ascertains correct postage, packaging and dating to ensure compliance with postal regulations. Maintains a log of postage by department for accounting purposes.

Maintains the established record-keeping system to identify by person, unit, and/or department, the volume of copies, materials, and supplies for accounting purposes. Provides monthly reports to schools and departments with regard to use of the copy center.

Replenishes paper, inks, and other materials or supplies. Adjusts equipment during operation as necessary. Makes repairs within user competence, and arranges service by external contractors for periodic maintenance and more difficult or complex repairs.

Observes strict confidentiality and security in the printing and distribution of examination materials and related confidential information.

Provides general clerical assistance to Business Office as needed.

**Incidental Job Functions:** Performs routine office tasks such as maintaining work area and delivering materials and supplies. Performs other related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of modern office equipment and ability to operate and maintain a variety of copying, collating, printing and mail equipment. Ability to acquire a working knowledge of new or modified office equipment used in copying and mail processes. Ability to acquire a working knowledge of Board of Education rules, policies, procedures and functions. Ability to make arithmetic computations and tabulations. Ability to understand and follow moderately complex oral and written instructions, and ability to make minor decisions in accordance with departmental policy. Ability to establish and maintain effective working relationships with other departments, employees and the general public.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible office equipment, printing or clerical experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Routinely exposed to print and copying materials, inks, etc. Lifts light to medium weights, for example, paper supplies, mail, office supplies, etc. Generally is on feet most of the working day. Some degree of stress in meeting deadlines and obtaining print or mail instructions from schools and offices.

**Bulletin:** The job of Copy Center Clerk requires varied office equipment and clerical skills. The Clerk must be a self-starter, comfortable in working independently, and capable of working under deadlines. Satisfaction in the position derives from playing a part in the successful use of school facilities and sites.



## **Fairfield Public Schools**

**Title:** Secretary, Office of Superintendent

**Job Purpose Statement:** Performs clerical, receptionist and secretarial duties in the Office of the Superintendent. Maintains functions and timelines when Administrative Assistant is unavailable or out of the office.

**Supervision Received:** Receives general supervision from the Superintendent and task or project supervision from the Administrative Assistant to the Superintendent. Works independently within general work assignments.

**Supervision Exercised:** Not applicable.

### **Essential Job Functions:**

Answers incoming telephone calls, screens calls and refers to offices or staff members as appropriate, provides directions to schools and the Education Center as requested, provides information on school district assignment by street address, and provides information directly as appropriate. Greets students, parents and visitors to the Superintendent's office as appropriate. Opens and distributes mail.

Works cooperatively with the Administrative Assistant to the Superintendent performing secretarial and clerical tasks as needed, including computer based word processing, preparing spreadsheets, collating and processing mailings, etc. Independently prepares routine correspondence. Organizes and files office correspondence and records.

Assists in packaging Board of Education Agenda and Friday packets. Receives information and reports from Central Office Administrators, Board members and schools. Photocopies materials as necessary for packets. Compiles and collates materials. Prepares labels and envelopes for distribution to Board members, Central Office Administrators and authorized administrators and staff members. Assists in preparing and mailing of electronic packets. Regularly prepares interim information packets for distribution to Board members and schools. Assists the Administrative Assistant to the Superintendent in setting up the Board Conference Room and preparing materials for Board of Education meetings.

Performs clerical services in communicating with Board of Education members, staff members, school personnel and the public. Prepares routine correspondence, reports and purchase orders and maintains related functional filing system. Maintains an inventory of office materials and supplies. Orders and replenishes materials and supplies as necessary.

Prepares and organizes "Celebrations" a district-wide newsletter, to report staff, student and school activities, programs and announcements. Receives information from the Superintendent, the Administrative Assistant to the Superintendent, school and office sources. Compiles, writes, designs, prepares for printing and emailing distribution throughout the school district.

Inputs monthly school diversity information into computer for State report. Distributes State forms and Grants as appropriate and maintains file log.

Maintains log of monthly Principal reports and Fire Drills. Clips news articles for School System scrapbook.

### **Incidental Job Functions:**

Interacts with school personnel, parents, students and the public on a daily basis, providing information, or taking appropriate actions as required.

Operates office equipment including computer, copier/scanner, calculator, typewriter, FAX machine and telephone.

Performs relief clerical, and secretarial work as needed. Performs related work as required.

**Knowledge, Skills and Abilities:** A working knowledge of Board of Education policies and procedures and the ability to acquire a detailed awareness of the responsibilities of the Superintendent's Office. Knowledge of basic office procedures and the skills to draft, edit and produce district-wide newsletter and informational flyers to parents, staff, etc. as necessary. Ability to relate in a positive, friendly manner with Board of Education members, staff members, students, parents and the public. Ability to solve practical problems and deal with a variety of situations. Ability to relate in a positive, friendly manner with staff members and the public. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment. A knowledge of Microsoft Word, Excel, Outlook, Publisher, modern office practices, procedures and equipment. Ability to follow oral and written instructions.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with staff members, students, parents and the public. Some stress involved in meeting deadlines and in obtaining information from various sources at the last minute.

**Bulletin:** The Secretary in the Superintendent's office receives a steady flow of visitors, frequent telephone calls and other interruptions; it is essential that the receptionist/secretary be pleasant, calm and helpful in all contacts. The job requires strong administrative clerical, secretarial and organizational skills. The receptionist/secretary deals with confidential information and must use absolute discretion in the performance of duties.

Revised: 6/08/07

Revised 8/2012

## **Fairfield Public Schools**

**Title:** Continuing Education Secretary

**Job Purpose Statement:** Provides administrative and secretarial assistance of a confidential, complex and responsible nature for the Administrator of Continuing and Vocational Education; performs grants accounts work; and completes required governmental and foundation grants reports in a timely manner.

**Supervision Received:** Receives oral or written direction from Administrator; who outlines general policies, assigns duties and periodically reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact.

**Supervision Exercised:** In absence of Administrator makes routine unit decisions; provides task supervision to clerical staff or volunteers as necessary. Transmits Administrator's directives to designated persons, and follows up for compliance, completeness and timeliness.

### **Essential Job Functions:**

Organizes work to relieve Administrator of administrative details. Receives correspondence and screens communications requiring attention of Administrator, and prepares replies, including confidential material; screens visitors to office and incoming telephone inquiries; answers inquiries from employees, school and outside officials, and the public, determining matters requiring attention of Administrator; and maintains Administrator's schedule and office calendar.

Assists Administrator in preparation of grant applications and unit budget recommendations. Compiles and coordinates data. Monitors approved grant and unit budget; maintains account balances and projects funding availability based on activities; keeps Administrator informed of status of operating budget. Receives grant and intergovernmental transfer funds and performs accounts reconciliation work for grants and special fund accounts; and makes bank deposits and balances as necessary. Prepares and processes statistical and financial data for central office, intergovernmental and periodic reports.

Maintains inventory of unit assets, supplies and materials. Prepares and processes purchase orders, including books, supplies and materials required by staff for school year. Coordinates acquisitions with Central Stores, and deals with vendors, as necessary, to assure proper pricing and timeliness of payments.

Organizes and maintains financial, personnel, student, and related records. Enters information, as appropriate, in an automated filing system. Maintains payroll data and information for intermittent teachers in Continuing Education program.

### **Incidental Job Functions:**

Takes and transcribes dictation by word or electronic equipment. Provides secretarial and clerical assistance to staff members as able. Coordinates and compiles information and data for Administrator.

Provides payroll and benefits information to staff members upon request.

Prepares newsletters, bulletins and reports for distribution. Coordinates with central office required use of school building and grounds.

**Knowledge, Skills and Abilities:** A thorough knowledge of modern office practices, procedures and methods and ability to analyze office administrative operations and to develop operational improvements. A working knowledge of bookkeeping. The skill to perform secretarial tasks, including taking and transcribing correspondence, minutes of meetings and complex reports, etc. in shorthand, speed writing, rough notes or transcription equipment. Ability to understand the internal organization responsibilities and programs of Continuing and Vocational Education. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagrammatic or schedule form and to deal with a variety of problems where only limited standardization exists. Ability to add, subtract, multiply and divide all units of measure and to perform basic bookkeeping. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with public relations problems courteously and tactfully.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a high school education, and four years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Irregular and short-term exposure to computer screen. Some degree of stress in carrying out administrative related duties in a busy office with regular interruptions and the urgency of report deadlines.

**Bulletin:** The job of Secretary in the Continuing Education unit requires a self-starter who enjoys working independently in a diverse work environment. The position requires a combination of secretarial, office management, bookkeeping and people skills. Personal satisfaction in contributing to an outstanding school system is guaranteed.

7/1/97

## **Fairfield Public Schools**

**Title:** Accounts Assistant (Food Service)

**Job Purpose Statement:** Performs a full range of financial documentation regarding the recording receipt and disbursement of food service funds; maintains school lunch computer database; food service personnel records and administers payroll. Performs general secretarial and office administrative duties.

**Supervision Received:** Receives general direction from Director of Food Services, who outlines general policies, assigns duties and reviews work for conformance with standards; Assistant performs regular duties on own initiative, following standard procedures, policies and guidelines.

**Supervision Exercised:** Provides consultative supervision to food service employees regarding personnel and payroll matters.

### **Essential Job Functions:**

Maintains school lunch automated computer program. Database includes all debit/credit information from school sites. Data includes lunch counts for full paid, free and reduced milk, ala carte and adult lunches; all deposits, invoice payments and payroll distribution. Information is compiled for monthly, quarterly and end of year reports, as well as government reimbursements.

Reconciles monthly bank statements for food service accounts. Prepares financial reports of complexity for central business office, town, state and federal governments. Consolidates reports and records for internal and external audits.

Prepares/reviews purchase orders, vendor invoices and related information for proper account coding, vendor designation, arithmetic accuracy, correct prices and discounts for payment of monthly food service invoices.

Maintains personnel record files. Receives employee attendance and personnel information including withholding taxes, Social Security, retirement, and other payroll deductions. Calculates, verifies and posts payroll information for entry into town automated payroll system. Produces bi-weekly, monthly and quarterly computer payroll reports in regards to hours worked and earned income.

Deposits moneys and checks daily to branch banks for catering functions, bad checks re-deposits, state and federal reimbursements and miscellaneous events.

Performs secretarial and clerical tasks in maintaining business correspondence, designs and updates unit forms, and updates procedure manuals for payroll and school lunch computer system. Analyzes procedures and service practices and recommends improvements to supervisor.

### **Incidental Job Functions:**

Word processes, reproduces and distributes school lunch menus for elementary and secondary schools.

Responds to questions concerning payroll, and resolves problems as necessary. Provides assistance to school food employees in personnel matters and in business procedures.

Performs related work as required.

**Knowledge, Skills and Abilities:** A working knowledge of bookkeeping principles, methods and practices; working knowledge of accounting principles and methods and payroll principles; and ability to apply and adapt established methods to varied accounting transactions. Ability to maintain financial records of some complexity and to prepare reports and statement. Ability to write routine financial reports. Ability to apply principles of accounting to resolve 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, diagrammatic or schedule form. Ability to perform detail work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Working knowledge of modern office equipment, practices and procedures, and ability to acquire a working knowledge of department computer systems. Ability to establish and maintain effective working relationships with other employees and the public. Ability to respect confidentiality of privileged information.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and three years of increasingly responsible experience in accounts clerical or bookkeeping work, with additional secretarial responsibilities.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with staff members and vendors; and in meeting reporting deadlines..

**Bulletin:** The job Department of Food Service Accounts Assistant encompasses the full range of financial documentation and reporting. Must be self motivated and able to make independent decisions when necessary. Must be able to deal courteously with staff members and the public. Computer knowledge of data processing/data entry a pre-requisite as is knowledge of accounting, bookkeeping and basic business practices.

7/1/97

## **Fairfield Public Schools**

**Title:** Secretary-Food Services (S-9, 10.5 months)

### **Job Purpose Statement:**

Performs independent and responsible clerical, secretarial and computer work using current office technology and programs. Responsible for timely and accurate calculations and entries and a variety of assigned tasks within the scope of the Food Services Office.

### **Supervision Received:**

Receives general, task and project supervision from the Manager of Food & Nutrition Services.

**Supervision Exercised:** None.

### **Essential Job Functions:**

Operates and maintains the Food Services Point of Sale Software system which includes troubleshooting, creating reports, verifying and reconciling, training and assisting with questions and system enhancements. Assists with investigating balance discrepancies.

Maintains the Food Services webpage which includes updating, adding and deleting information.

Creates and maintains school kitchen equipment lists to include monthly depreciation lists.

Answers and screens incoming telephone calls. Responds to inquiries and provides information as appropriate. Opens and distributes mail.

Works cooperatively with the Accounts Assistant by providing clerical and secretarial support within the Food Services Office.

Calculates, processes and verifies all invoice pricing, rebates and net-off pricing and prepares for payment. Enters, tracks, records and adjusts monthly food commodity orders. Word processes correspondence, memoranda and reports; prepares routine correspondence.

Processes and maintains Free and Reduced Lunch applications; maintains computerized food/supply inventory; maintains filing system; processes catering invoices.

Performs other duties as assigned.

### **Incidental Job Functions:**

Interacts with staff members, vendors and the public on a daily basis. Calls for substitute cafeteria workers.

Assists in payroll balancing and performs payroll data entry on an as needed basis. Maintains/distributes time cards. Assists in maintaining employee human resources files.

Assists with front-desk receptionist duties on a rotating basis.

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

Thorough knowledge of modern office practices, procedures and equipment, including computer, calculator, copying machines and fax machine. Knowledge of business English, spelling and mathematics. Ability to relate in a positive, friendly manner with staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to follow written and oral instructions, perform word and data processing, basic bookkeeping tasks, organize and maintain files and records and operate a variety of office equipment.

### **Minimum Qualifications Required:**

The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical experience or an equivalent combination of education and experience. Strong computer and interpersonal skills are required.

### **Physical Exertion/Environmental Conditions:**

Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with staff members and the public.

### **Bulletin:**

The Secretary-Food Services receives frequent telephone calls and other interruptions; it is essential that the secretary be pleasant, calm, efficient and helpful in all contacts. This job requires strong computer and multi-tasking skills as well as clerical, secretarial and organizational skills. The secretary deals with confidential information and it is essential that she use discretion in the performance of duties.



## **Fairfield Public Schools**

**Title:** Administrative Secretary I (Transportation)

**Job Purpose Statement:** Provides secretarial and clerical work of a responsible nature to the Transportation Supervisor; organizes and maintains transportation records; and interacts with students, parents, drivers, schools and transportation providers in meeting transportation needs of District.

**Supervision Received:** Receives general supervision from the Transportation Supervisor or other authorized District Administrator. Works independently, organizes tasks within work assignment according to office or standard procedures.

**Supervision Exercised:** May provide task supervision to clerical assistants or to volunteers.

### **Essential Job Functions:**

Organizes office tasks to relieve Supervisor of administrative detail. Types, word processes correspondence, reports and records from hand-written notes or documents. Screens correspondence and telephone calls or greets visitors. Responds to inquiries, resolves immediate matters as able, or refers involved matters to Supervisor. Transmits Supervisor's directions to drivers, contractors or others, and follows up to ensure completion of matter in a timely manner.

Assists Supervisor in the creation of school bus routes, student route assignments, and word processes and types public and non-public school bus routes for distribution to schools, contractor and public. Maintains route information and updates as necessary in automated route and schedule system.

Performs administrative clerical tasks in organizing and maintaining special education transportation program, including rider lists, addresses and phone numbers, route assignments, and exceptional needs. Operates two-way radio to maintain contact with drivers and responds to emergencies as appropriate. Performs administrative clerical tasks and coordinates with school officials, charter bus trips, including collection of fees, processing payments, and maintaining respective logs and accounts for field, athletic and special event trips.

Organizes and maintains various Transportation unit files and record-keeping, including personnel, payroll, purchase orders, bus conduct reports, trip logs, and related records. Prepares unit purchase orders and processes. Maintains special accounts, including receiving, verifying, and processing fees, invoices, payments, and, as necessary, reconciling accounts.

### **Incidental Job Functions:**

Ascertains availability of drivers; maintains special education equipment and vehicle information; and develops and maintains related records and files.

Interacts with school personnel in providing information booklets and responding to school transportation questions.

Performs related works as required.

**Knowledge, Skills and Abilities:** Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping. A working knowledge of District and special education transportation policies and procedures. Ability to transcribe correspondence and reports from rough notes, transcription equipment, and to compose routine correspondence and/or reports. Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in District and/or town computer system with accuracy. Ability to perform basic bookkeeping tasks. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in responding to road emergencies, locating students, interacting with parents, and meeting schedule deadlines.

**Bulletin:** The job of Administrative Secretary requires strong administrative clerical and secretarial skills. Organizational skills are necessary due to the variety of activities and the frequency of interruptions. Interpersonal skills are essential due to the high level of contact with parents, staff members, and contractors. The secretary deals with confidential information and must use discretion in the performance of her duties.

7/1/97

## **Fairfield Public Schools**

**Title:** Clerk/ Receptionist (Transportation)

**Job Purpose Statement:** Provides Clerical work of a responsible nature to the Transportation Supervisor; organizes and maintains transportation records; and interacts with students, parents, drivers, schools and transportation providers in meeting transportation needs of the District.

**Supervision Received:** Receives general supervision from the Transportation Supervisor or other authorized District Administrator. Works independently, organizes tasks within work assignment according to office or standard procedures.

**Supervision Exercised:** May provide task supervision to clerical assistants.

**Essential Job Functions:** Provides a variety of office tasks. Enters and retrieves information in computer. Screens telephone calls, providing general information or referring to answerable person. Performs clerical tasks in maintaining special education transportation routes, rider lists, addresses and phone numbers. Operates two-way radio to maintain contact with drivers and respond to emergencies as appropriate. Performs clerical tasks relating to the scheduling of athletic trips, field trips and special event trips. Maintains various transportation unit files and record keeping including bus conduct and incident reports, trip logs and related records.

**Incidental Job Function:** Interacts with school personnel, parents and drivers researching information and answers to transportation related questions. Operates photocopying and other office equipment. Performs related work as required.

**Knowledge, Skills and Abilities:** Knowledge of basic office procedures, including filing and scheduling. A working knowledge of District and special education transportation policies and procedures. Ability to relate in a positive, friendly manner with Students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only a limited standardization exists.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, ect. Some degree of stress in interacting with students, parents, staff members and drivers.

**Bulletin:** The office receives frequent calls and radio communications, it is essential that the clerk /receptionist be pleasant, calm and helpful in all contacts. The clerk/receptionist deals with confidential information and must use discretion in the performance of duties.

07/2006

## **Fairfield Public Schools**

**Title:** Administrative Secretary (Maintenance)

**Job Purpose Statement:** Provides office administrative and secretarial assistance to the Manager of Facilities; interacts with school administrators and office sites to assure emergency maintenance matters are responded to in a timely manner; and monitors unit budget and related record-keeping responsibilities.

**Supervision Received:** Receives general direction from the Manager of Facilities, who outlines general policies, assigns duties and reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact. May receive task supervision from authorized administrator.

**Supervision Exercised:** Provides task supervision to temporarily assigned clerical staff or volunteers; and transmits Manager's instructions to staff members.

### **Essential Job Functions:**

Performs general office administrative tasks to assist Manager in the coordination of the daily tasks of custodial, maintenance and repair crews and to relieve Manager of administrative detail. Types, word processes correspondence, reports and records from hand-written notes or documents. Screens telephone calls and correspondence. Responds to inquiries, resolves immediate matters as able, or refers involved matters to Manager.

Operates two-way radio, telephone, and beepers to locate, dispatch and monitor personnel, equipment and operations as required. Receives and logs emergency, general calls, and complaints from schools, central office and the public. Transmits emergency and routine service calls to Manager or site supervisors, and follows up to ensure completion of matter in a timely manner.

Maintains personnel and time records, including payroll information. Compiles and verifies personnel information, including monitoring employee status, e.g. work location, hours paid, leave records, etc. Prepares and submits accident reports involving personnel and equipment. Coordinates personnel activities with central office. Monitors operating unit budget and reconciles information with Business Office. Alerts Manager to account balances.

Prepares and processes purchase orders. Requisitions supplies, materials and tools, and maintains a running inventory of available resources. Compiles, maintains and submits detailed records of equipment and vehicle repair and maintenance schedules. Assists Manager in coordinating data for budget recommendations, and completes final budget requests by word and data processing.

### **Incidental Job Functions:**

Assists in contacting employees for assignments in emergency operations and overtime projects. Coordinates activities with personnel in other departments to assure efficient response to emergencies.

Enters and retrieves data and performs word and data processing in an automated information system. Performs related work as required.

**Knowledge, Skills and Abilities:** A thorough knowledge of modern office practices, procedures and methods. A working knowledge of Board of Education policies and procedures. The skill to perform secretarial tasks, including taking and transcribing correspondence, minutes of meetings and complex reports, etc. in shorthand, speed writing, rough notes or transcription equipment. Ability to understand the internal organization, responsibilities and programs of the Facilities Maintenance unit. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagrammatic or schedule form and to deal with a variety of problems where only limited standardization exists. Ability to add, subtract, multiply and divide all units of measure and to perform basic bookkeeping. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records. Ability to maintain effective working relationships with school administrators and staff, Facilities unit employees, and the public and to deal with problems courteously and tactfully.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a high school education, and three years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Irregular and short-term exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in carrying out administrative related duties in a busy office with frequent interruptions, and responding to emergencies.

**Bulletin:** The job of Administrative Secretary (Maintenance) requires a self-starter who enjoys working independently in a diverse work environment. The position needs a combination of secretarial, office management, bookkeeping and people skills. The Secretary will interact daily with school officials and the public. Personal satisfaction in contributing to an outstanding school system is guaranteed.

7/1/97

## **Fairfield Public Schools**

**Title:** Secretary to the Headmaster

**Job Purpose Statement:** Performs administrative and secretarial assistance of a confidential, complex, and responsible nature for the High School Headmaster; performs office management duties, overseeing principal support work areas of main office, and performs responsible financial administrative tasks.

**Supervision Received:** Receives general direction from the Headmaster, who outlines general policies, assigns duties and reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact.

**Supervision Exercised:** Assigns work to secretarial and clerical staff; transmits instructions of Headmaster to staff members, and follows up to assure compliance with instructions and related time limits. Interacts with secretarial and clerical staff to resolve personnel matters.

### **Essential Job Functions:**

Performs lead office administrative work in all functional areas of school operations, such as communications, fiscal, record-keeping, arrangement and updating of Handbooks and related documents, and dissemination of policies and procedures to staff, students and parents.

Screens correspondence and communications requiring Headmaster's personal attention and prepares replies, including confidential material; receives and screens visitors to office and incoming telephone inquiries; answers inquiries from students, staff, parents and public, determining matters requiring attention of Headmaster, maintains Headmaster schedule and office calendar. Interviews prospective secretarial and clerical employees, and recommends employment of candidates to Headmaster.

Assists Headmaster in the preparation of school budget recommendations, compiles and collates data and related information, and enters data into automated budget system for final draft proposals. Supervises Bookkeeper in recording of all school financial transactions, and provides cash management of available funds. Manages professional development funds for action by Headmaster. Coordinates information for annual audit review. Administers petty cash fund.

Supervises and/or maintains complex filing system, including confidential materials, personnel records, evaluations, oversees files of correspondence, memoranda, specifications, purchase orders, and a variety of other information.

### **Incidental Job Functions:**

Analyzes office and administrative procedures. Develops improvements to improve work flow and to effect efficiencies.

Serves as co-editor of school newsletter. Develops information bulletins on administrative matters for staff, students and parents.

Arranges for secretary and clerical substitutes. Performs related work as required.

**Knowledge, Skills and Abilities:** A working knowledge of school administration and related policies, procedures and applicable state and/or federal education laws. A working knowledge of government accounting practices. Knowledge of modern office practices, procedures and equipment. Executive secretary skills, including word processing and data entry. Ability to apply principles of office administration 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, diagrammatic or schedule form. Ability to add, subtract, multiply and divide all units of measure, and to compute ratio, rate, and percentage.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a high school education; and four years of increasingly responsible office administrative experience; or the equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with students, parents and the public, and in meeting schedule deadlines.

**Bulletin:** The job of the Headmaster's Secretary requires a person with superior people, strong secretarial and office administrative skills. The level of independence in performing work is high, and the Secretary must be a self-starter with motivation to be part of a team operation. There is significant budget control duties requiring bookkeeping and accounts clerical knowledge. The Secretary manages a busy office with intensive interaction with staff, students and the public. There is satisfaction in being an integral part of the continued growth and scholastic development of young students.

7/1/97

## **Fairfield Public Schools**

**Title:** Administrative Secretary III (Pupil & Guidance Services)

**Job Purpose Statement:** Provides secretarial and office administrative assistance of a confidential and responsible nature for the Administrator of Pupil & Guidance Services; coordinates student testing and scholarship programs; organizes data for governmental reports, centralizes student records; and registers students.

**Supervision Received:** Receives general direction from Administrator and authorized school administrators as appropriate; independently performs duties, exercising judgment and tact in answering inquiries and determining matters requiring supervisor's attention.

**Supervision Exercised:** Provides coordination of all House's information as required in areas of testing, cumulative records, registration, etc.

### **Essential Job Functions:**

Organizes work flow to relieve Administrator of details. Screens telephone calls and correspondence requiring personal attention of Administrator and prepares replies, including confidential matters. Arranges meetings, schedules appointments for Administrator, and acts as liaison with parents, students, central office staff and public.

Greets new students and families. Receives documentation to verify residence and school records, including academic and health information. Makes homeroom and counselor assignment. Completes initial application procedures, and issues various school and student information bulletins as necessary.

Administers centralized student filing system. Combines records and data from House units. Coordinates record activities with secretaries in separate Houses. Assures information is recorded and processed in a timely manner. Records include cumulative folders, health information, transcripts, UCONN. credits for advance placement and students assigned to counselors.

Organizes and prepares governmental reports on a variety of student data, including new, withdrawn and transferring students; number of students by sex advancing to two or four year public or private higher education institutions; and breakdowns of credits by subject for graduating students.

Organizes details and logistics for student testing services, including P.S.A.T.'s, S.A.T.'s and Advance Placements. Assigns room, monitors, and students. Assures security of receiving and processing test booklets. Mails C.A.P.T. results to parents and counselors.



### **Incidental Job Functions:**

Organizes distribution of Program of Study Booklets to students; types and distributes scholarship notices for posting and distributes scholarship applications; distributes, receives and processes Scholastic Achievement Grant Program applications.

Develops and maintains confidential student and administrative files.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to work independently. Ability to supervise. Ability to apply principles of office management to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in computer system with accuracy. Ability to organize and maintain diverse data, files and records.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and four years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with students, parents and the public, and in meeting schedule deadlines.

**Bulletin:** Performs highly responsible secretarial and office administrative services for a High School Administrator. Meets student families new to district, provides general information, and registers students. Verifies residency and receives related documentation. Manages details for high school testing and student scholarship programs. Collates data for governmental reports. Interacts with students and families, staff and the public in a friendly warm manner.

5/5/04

## **Fairfield Public Schools**

**Title:** Information Systems Coordinator

**Job Purpose Statement:** Receives, processes and distributes student, teacher and course data in a computer information system to produce a variety of reports, schedules, and records; provides technical computer assistance to school units; and coordinates school-based data systems.

**Supervision Received:** Receives general direction from the Administrator of Pupil & Guidance Services; works independently and establishes priorities within general work assignment; and reports completion of projects to Administrator.

**Supervision Exercised:** Provides task supervision to secretarial staff on special projects; and provides training on new computer applications, programs, or systems.

### **Essential Job Functions:**

Coordinates high school reporting and information needs for computer application. Creates, compiles and generates reports associated with students' registration, daily schedules, grades, ranking and transcript files. Organizes information into accessible work files. Receives, enters and processes student and staff information on a daily basis. Produces special information reports upon authorized request.

Inputs data and maintains Teachers Utilization, Room Utilization, Study Halls, Course Catalog, and Master Schedule files. Assists Guidance staff members with student related data in Town based system. Coordinates the planning and use of central system to assure maximum efficiency

Coordinates information needs for computer applications. Gathers data for analysis of problem areas or potential applications. Reviews findings with Administrator or appropriate staff member. Designs system improvements or innovations. Facilitates all conditions of computer use by secretaries. Makes trial runs of proposed applications and reviews with users as needed.

Maintains working knowledge of computer software and hardware in educational applications and recommends upgrading of programs and equipment as advisable.

### **Incidental Job Functions:**

Operates and maintains office computers, printers and fax machine.

Prepares reports from data for school administrators, counselors, teachers and secretaries to apply in their daily duties.

Assists in daily activities of office, providing clerical and telephone assistance as needed. Performs related work as required.

**Knowledge, Skills and Abilities:** A working knowledge of school-based computer applications, and the ability to maintain operating skills in a rapidly-changing field. Ability to acquire a working knowledge of the policies, procedures and goals of the school system. Technical skill to trouble-shoot program and hardware problems and to take corrective action. Ability to apply principles of computer science to solve practical problems and deal with a variety of concrete variables where limited standardization exists. Ability to plan and coordinate computer-based programs and projects. Ability to train non-technical persons in computer operations. Ability to relate in a positive, friendly manner with staff members and the public.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with an Associate's degree in Computer Science and three years of increasingly responsible experience in coordinating and operating a data-based information system or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. A high level of stress involved in meeting schedule deadlines and conflicting demands of units dependent upon generation of information.

**Bulletin:** The job of the Information Systems Coordinator requires excellent computer operation skills and the ability to perform duties under deadlines. The Coordinator should be a self-starter, with imagination to develop new methods to improve student data collection in the rapidly changing computer environment. Strong people skills are recommended since the Coordinator interacts with faculty and the public throughout the day.

04/16/03

## **Fairfield Public Schools**

**Title:** High School Bookkeeper

**Job Purpose Statement:** Performs bookkeeping work of some complexity and variety in the functional areas of accounts receivable, purchase orders, and student activity funds.

**Supervision Received:** Receives general supervision from the Secretary to the Headmaster, and task supervision from an authorized school administrator.

**Supervision Exercised:** May assign tasks to student assistants.

### **Essential Job Functions:**

Establishes and maintains accounts system to record and monitor financial activities of school clubs, organizations and special event activities. Performs calculating, posting and verifying duties to maintain accounts. Enters and retrieves data and maintains journal and separate account ledgers in an automated accounting system.

Processes check and cash receipts, which includes counting and bank depositing. Opens internal accounts as needed. Balances accounts and informs club or faculty advisors of status of accounts. Coordinates information, as necessary, with the central Business Office. Processes requests for payments upon receipt of appropriate authorization. Prepares regular month end reports of accounts' activities. Determines appropriate receipt of orders as necessary.

Prepares and processes board account and internal account purchase orders for the requisition of materials, equipment and supplies. Reviews purchase orders, invoices, and related information for proper account coding, mathematical accuracy, vendor designation, correct prices and discounts, authorized signatures and other pertinent information. Responds to vendor inquiries and resolves problems related to orders, payments, etc. Prepares and enters transaction information into accounting system

Prepares reimbursement requests for payments to companies or individuals. Reviews for account coding, accuracy, correct prices or fees, authorized signatures, and other pertinent information. Receives and forwards correspondence to parties regarding the status of returned deposited checks.

Responsible for the development, preparation and implementation of incoming student summer orientation. This includes but is not limited to; scheduling r=teachers and student tours, preparing materials and correspondence and making followup phone calls to parents.

Has responsibility for ordering all books, supplies and printer toner cartridges for the high school.

Performs as backup to Secretary to the Headmaster when needed.

### **Incidental Job Functions:**

Meets students, staff and public, and provides information on school programs, procedures or regulations. Relieves secretarial or clerical staff as necessary. Performs related clerical duties as required.

Establishes and maintains financial and administrative records as needed.

Assists with incoming mail by sorting.

**Knowledge, Skills and Abilities:** Ability to carry out duties with a high degree of independence. Knowledge of bookkeeping and financial record-keeping. A working knowledge of accounting procedures and terminology. Ability to review and process paperwork with accuracy. Ability to establish and maintain files and records. Ability to apply principles of bookkeeping to solve practical problems and to deal with a variety of variables where only limited standardization exists. Ability to add, subtract, multiply and divide all units of measure. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and three years of increasingly responsible bookkeeping or accounts clerical work or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with students, and in meeting budget or report deadlines.

**Bulletin:** A challenging and highly responsible bookkeeping position. Requires prior bookkeeping experience; competence in accounts receivable and accounts payable tasks; and ability to work in a school environment with great interaction with students, faculty and staff members. Responsible for administering financial details of school club activities and special events. Opportunity to work with students and experience satisfaction of helping young people.

5/4/04

## **Fairfield Public Schools**

**Title:** Administrative Secretary II-Athletic Director

**Job Purpose Statement:** Performs clerical, receptionist, secretarial and office administrative work for the Athletic Director. Interacts with staff, students and the public. Performs related bookkeeping, records management and communications services.

**Supervision Received:** Receives general supervision from the Athletic Director; works with independence, establishing priorities within work assignment.

**Essential Job Functions:** Organizes work according to established or standard office procedures. Provides secretarial services to Director of Athletics.

Opens and distributes mail. Refers inquiries to appropriate person or office as necessary. Screens incoming telephone calls, word processes correspondence, memoranda and reports and prepares routine correspondence. Organizes and maintains office files, including confidential materials.

Processes purchase orders and invoices for payment. Maintains computerized athletic inventory. Prepares athletic award certificates and maintains a permanent record of awards for students.

Daily communication with Bus Provider, which includes confirmation of changes in the athletic schedule.

Responsible for maintaining and submitting to payroll coaching extra pay schedules for fall, winter and spring seasons for high school. Maintains records of salary steps and adjusts salary levels for all coaches annually, based on the FEA contract. Issues coaching contracts and pay option plans for each season according to schedule.

Processes five year coaching permits and temporary authorization to coach permits for all coaching staff. Maintains current CPR and First Aid records. Files paperwork with the State of Connecticut Department of Certification for all permits to be issued. Works collaboratively with the Athletic Director to ensure all coaching staff is properly certified and holds current CPR and First Aid certificates.

**Incidental Job Functions:** Operates office equipment including computer, copier, calculator, typewriter, FAX machine and telephone. Assists in payroll balancing and performs payroll data entry on an *as-needed* basis. Assists in maintaining employee personnel files. Performs relief clerical and secretarial work in other offices, as necessary.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with coaches, staff members and the public. A thorough knowledge of Microsoft Word, Microsoft Excel, modern office practices, procedures and equipment. Knowledge of business english, spelling and mathematics. Ability to solve problems and deal with a variety of situations where only limited standardization exists. Ability to follow oral and written instructions, the skill to perform word and data processing with accuracy. Ability to organize and maintain diverse data, files and records, perform basic bookkeeping tasks and operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a High School education and three years of increasingly responsible office administrative experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, ie. files, office supplies, etc. Some stress related to meeting deadlines and in interacting with parents, staff members and the public.

**Bulletin:** The job of Administrative Secretary II Athletic Director requires strong administrative, secretarial and organizational skills. Interpersonal skills are essential due to high level of contact with parents, coaches, and staff members. The Administrative Secretary deals with confidential information and must use discretion in the performance of his/her duties.

DRAFT 7/1/02

## **FAIRFIELD PUBLIC SCHOOLS**

**Title:** Music Department Secretary

**Job Purpose Statement:** Performs a variety of responsible clerical, secretarial, and record-keeping work for K-12 Music Coordinator and Music Department staff.

**Supervision Received:** Receives general and task supervision from K – 12 Music Coordinator. Performs tasks independently within general work assignment, establishing priorities in daily work tasks.

**Supervision Exercised:** None

### **Essential Job Functions:**

Performs all secretarial, clerical, bookkeeping, ordering and organizational tasks for district-wide music program. Maintains music department inventory, distribution, repair, and maintenance records manually and via computer.

Performs all required tasks associated with instrument rentals and uniform ordering and distribution. Responsible for instrument repairs and tuning/repair of pianos in all schools. Orders all music and office supplies needed.

Assists music staff and students with music teaching schedules, activities and services. Communicates with music staff, students, town and civic organization officials and parents on a daily basis. Provides general support and assistance to students and music teachers in preparation for concerts and festivals. Coordinates invitation process for town wide orchestra members.

Assists Music Coordinator with budget preparation, prepares purchase orders for all budgeted items. Compiles music staff directory. Performs other related duties as assigned.

**Incidental Job Functions:** Collecting and depositing activity funds, distributing and collecting uniforms for band and chorus, collect and tabulate statistical information on band and orchestra enrollment.

**Knowledge, Skills and Abilities:** A working knowledge of the Fairfield system-wide music program is required. Knowledge of modern office practices, procedures and equipment. Knowledge of business English, spelling and arithmetic. Ability to relate in a positive, friendly manner with staff members, students and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to follow written and oral instructions. Ability to perform bookkeeping tasks, organize and maintain files and records. Familiarity with vendors specializing in music, supplies, instruments, uniforms and repair of instruments is needed.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience; or any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. instruments, files, office supplies, etc. Some degree of stress in



interacting with staff members and meeting deadlines for concerts, other performances. Must be able to manage multiple tasks simultaneously.

**Bulletin**: The job of Music Department Secretary requires varied clerical, secretarial, bookkeeping and organizational skills. The Music Department Secretary must be a self-starter, comfortable in working with people and numbers. A working knowledge of the Fairfield Public Schools Music Program is essential.

## **FAIRFIELD PUBLIC SCHOOLS**

**Title:** Counseling Center Receptionist/Clerk

**Job Purpose Statement:** Performs receptionist and clerical duties in the counseling center office of the school.

**Supervision Received:** Receives general and task supervision from the counseling center staff and the Administrator for Pupil and Guidance Services.

**Supervision Exercised:** None

### **Essential Job Functions:**

Answers and screens all incoming telephone calls to the counseling center office and greets all visitors to the counseling center office.

Coordinates and schedules all PPT meetings which includes coordinating with all external agencies and completion of all paperwork.

Maintains schedule of appointments for counseling center staff.

Prepares and maintains filing systems.

Performs other duties as assigned.

**Incidental Job Functions:** Operates office equipment including computer, typewriter, copying machines and fax machine.

**Knowledge, Skills and Abilities:** Working knowledge of school policies and procedures. Ability to relate in a positive and friendly manner with students, parents, staff members and the public. Ability to perform word and data process via computer with accuracy. Ability to organize and maintain diverse data, files and records. .

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible clerical, receptionist or secretarial experience; or any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. instruments, files, office supplies, etc. Some degree of stress in interacting with staff members and meeting deadlines. Must be able to manage multiple tasks simultaneously.

**Bulletin:** The job of Counseling Center Receptionist/Clerk requires varied receptionist/clerical, organizational and good interpersonal skills. The Counseling Center Receptionist/Clerk must be a self-starter, who also takes direction well and is comfortable working with people.

## **Fairfield Public Schools**

**Title:** High School Library Secretary

**Job Purpose Statement:** Provides office administrative assistance to professional librarian staff in the ordering, receiving, storing and maintaining library books, periodicals, equipment, materials and supplies; assists librarians, staff members, and students in library activities and services; and performs routine secretarial/clerical services as necessary.

**Supervision Received:** Receives general direction and/or task direction from the school librarian; works independently within general work assignment, establishing priorities in daily work tasks.

**Supervision Exercised:** Provides task supervision to student helpers and to volunteers.

### **Essential Job Functions:**

Plans and organizes work according to school schedule. Processes library purchases through two accounts: books and supplies. Processes all library purchase orders and uses voucher system for standing orders and rush orders. Maintains a petty cash system for minor purchases. Receives and accounts for donations, book fines, and other cash accounts.

Performs calculations, posting and verifying tasks to maintain budget accounts. Checks purchase orders for proper account coding, mathematical accuracy, vendor designation, correct prices, and discounts; obtains necessary authorizations, and processes to central office. Receives ordered materials and checks for accuracy. Maintains inventory of office materials and supplies and requisitions replenishment.

Performs routine library services such as cataloging and processing new books, periodicals and documents; receiving and loaning books, returning books to shelves, weeding outdated or damaged books and materials; and following up on overdue items. Maintains library copier account. Empties coin box weekly, and processes cash to Main Office. Replenishes paper and services as necessary.

Performs clerical and secretarial tasks, including screening mail and telephone calls, composing routine correspondence such as thank you notes to donors, and greets visitors to library. Assists students in regular visits to library. Supervises library as a study facility. Assists professional staff in preparing promotional and information materials. Routes sample instructional videos to teachers for review and recommendations.

### **Incidental Job Functions:**

Cataloging and processing work includes stamping, tattle-taping, spine labeling, inserting pocket, bar coding, creating catalog card, and covering. Enters catalog information into computer information system.

Coordinates with the Central Media Center the loan of equipment, teaching materials and films, cassettes, etc.; assuring timely receipt and return of items. Maintains transparency materials and equipment for teacher use.

Sets up and maintains office files. Performs related work as required.

**Knowledge, Skills and Abilities Required:** A working knowledge of library principles, practices, procedures, and technology. Ability to apply principles of Library Science to solve practical problems and to deal with a variety of concrete variables in situations where limited standardization exists. Ability to relate to students and to faculty members in a positive and effective manner. Ability to supervise and train volunteers and student helpers. Ability to acquire a working knowledge of audio-visual and office equipment used in the library or school.

**Minimum Qualifications Required:** The skills and knowledge required are generally acquired with a high school education, two years of public library experience, or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular exposure to computer screen. Must be able to lift and carry books, equipment and office files. Some stress involved in interacting with students and controlling behavior in library setting.

**Bulletin:** The job of Library Assistant in the high school requires library and computer skills, a love of books, and a desire to work with young people in academic surroundings. The job requires more than appreciation of books; it also needs someone with office administrative skills, some bookkeeping, minor equipment maintenance abilities, and a willingness to adapt to the changing world of library technology.

5/5/04

## **Fairfield Public Schools**

**Title:** High School House Secretary

**Job Purpose Statement:** Performs secretarial and clerical administrative services for a Housemaster and Dean of Discipline; provides clerical services to House faculty members; and organizes and maintains student attendance and office files.

**Supervision Received:** Receives general supervision from Housemaster and Dean; works independently, establishing priorities within general work assignment.

**Supervision Exercised:** Provides task supervision to students and volunteers; supervises students who are out of class for disciplinary reasons; and trains, evaluates and supervises special education students in work credit assignments.

### **Essential Job Functions:**

Performs secretarial and clerical duties for Housemaster and Dean of Discipline: Word processes, and occasionally composes, correspondence, staff memorandums, student suspension notices and reports; and coordinates administrative details of House office. Transmits and explains supervisor's directives to designated persons and follows up to assure compliance, completeness and conformance to deadlines.

Schedules appointments for students, parents and staff members with respective supervisors. Compiles and coordinates information for supervisor in preparation for appointments, meetings, etc. Performs special assignments and routine administrative functions for supervisors as directed. Relieves supervisors of administrative details.

Receives and screens telephone calls and correspondence to House office. Responds to routine inquiries by correspondence or telephone, and uses judgment to direct persons to appropriate staff members.

Organizes and maintains student daily attendance records for students; and establishes and maintains administrative files for Housemaster and Dean of Discipline. Completes permanent attendance summary information; determine and report status of attendance, appropriate referrals, preparing and entry of information into centralized town computer system.

Monitors students dismissed from class in House office. Assists the Dean in the collection of student obligations, i.e. textbooks, library books, athletic equipment, or monetary value of such. Interacts with parents as necessary in assuring prompt return of, or compensation for, these items.

**Incidental Job Functions:**

Maintains correspondence and work files for teachers and support staff. Provides secretarial and clerical assistance to staff members as able.

Performs related work as required.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform basic record-keeping tasks. Ability to organize and maintain diverse data, files and records. Ability to work effectively in an atmosphere of frequent interruptions.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical administrative experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. High degree of stress in interacting with students, especially in disciplinary situations, and in related contacts with parents and staff members. Some stress related to meeting report deadlines.

**Bulletin:** The job of House Secretary requires strong administrative clerical and secretarial skills. Organizational skills are necessary due to the variety of activities and the frequency of student visits. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of her duties.

**Addendum:** In the Warde House, the Secretary also provides secretarial and office administrative assistance to the Headmaster of the Learning Coop, including services to the staff and students of the Coop program.

7/1/97

## **Fairfield Public Schools**

**Title:** High School Guidance Secretary

**Job Purpose Statement:** Performs secretarial and clerical administrative duties for guidance office counselors, and assists counselors, students, teachers, parents and visitors with appointments, information, and schedules as appropriate.

**Supervision Received:** Receives general supervision from assigned counselors and other authorized school administrators.

**Supervision Exercised:** Provides task supervision to student volunteers.

### **Essential Job Functions:**

Provides secretarial and clerical support to school counselors. Organizes work according to established or standard office procedures. Word processes college recommendations, correspondence, memoranda and reports; and prepares routine correspondence. Coordinates with counselors appointment schedule to interview students and/or parents. Interacts with students and parents directly in arranging guidance office contacts and activities.

Establishes, organizes and maintains student record filing system. Enters student schedules and retrieves data in, or from, an automated filing system. Maintains related file card system for counselors. Records SAT, P.S.A.T. and C.A.P.T. information and results, special education information, and college information.

Collates information for P.P.T. meetings and annual reviews for special education. Records narrative information and data as, necessary. Organizes and enters confidential student information into permanent filing system.

Organizes and collates student information for counselors, including student directories, homeroom lists, and daily schedules. Assigns lunch passes. Types and distributes Daisy Chain information to groups of students; and distributes failure cards to counselors and sends letters to parents.

Prepares, organizes and collates student data and information for record-keeping and college admission or future planning. Copies and processes transcripts and adds student activity information, honors lists; special education forms, and related press releases. Mails mid and final transcripts and recommendations to colleges.

Organizes, prints and mails student progress reports, P.P.T. recommendation letters, summer school letters, schedules to parents and the college application package.

### **Incidental Job Functions:**

Screens incoming correspondence or calls, and refers to appropriate staff members.

Organizes and prepares data and related information for periodic reports to school authorities.

Performs related work as required. May assist with clerical tasks in other offices as needed.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform basic record-keeping tasks. Ability to organize and maintain diverse data, files and records.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with students in emotional situations and in related contacts with parents and staff members. Some stress related to meeting report deadlines, especially during college application time and scheduling.

**Bulletin:** The job of Guidance Secretary requires strong administrative clerical and secretarial skills. Organizational skills are necessary due to the variety of activities and the frequency of student visits. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of her duties.

7/1/97



## **Fairfield Public Schools (Fairfield Woods School)**

**Title:** Middle School Principal's Secretary

**Job Purpose Statement:** Provides administrative and secretarial assistance of a confidential, complex, and responsible nature, for the principal of a middle school; interacts with teachers, parents, students, central office and the public; and performs related bookkeeping, records management, and communications services.

**Supervision Received:** Receives general supervision from the Principal or other school administrator; and works with considerable independence, establishing priorities within work assignment.

**Supervision Exercised:** Provides general supervision and coordinates the work of secretaries of lower grade to assure deadlines are met.

### **Essential Job Functions:**

Organize work flow to relieve Principal of administrative details. Screens telephone calls and correspondence requiring personal attention of Principal and prepares replies, including confidential matters. Arranges meetings, schedules appointments for Principal, and acts as liaison with parents, students, central office staff and public. Coordinates details for staff observations and evaluations, and maintains confidential teacher and staff records. Transmits Principal's directives to designated persons, and follows up for compliance, completeness and timeliness.

Interacts with students daily, including issuing entrance and leave passes, and supervision of ill children in the temporary absence of school nurse. Coordinates with intergovernmental agencies, e.g. Department of Children and Families, to assure prompt submission and receipt of student information to protect best interests of child. Prepares daily student population information and processes data to Central Office and other agencies as required.

Assists in preparation of school budget recommendations. Compiles and coordinates data from school staff. Monitors approved school budget; maintains account balances and projects funding availability based on school activities; keeps Principal informed of status of operating budget. Prepares and processes statistical and financial data for central office and intergovernmental reports.

Maintains inventory of assets, supplies and materials. Prepares and processes purchase orders, including books, supplies and materials required by staff for school year and maintains catalog files for current prices;.

Coordinates acquisitions with Central Stores, and deals with vendors, as necessary, to assure proper pricing and timeliness of payments.

### **Incidental Job Functions:**

Maintains correspondence and work files for teachers and support staff. Provides secretarial and clerical assistance to staff members as able. Administers professional development requests and reimbursements, and coordinates arrangement with staff for field trips and other special events.

Provides insurance and retirement benefits information to staff members upon request, and refers individuals to providers as necessary. Maintains worker's compensation files and related personnel files.

Prepares school newsletters, bulletins and related reports for distribution. Coordinates with central office use of school building and grounds.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to work independently. Ability to supervise. Ability to apply principles of office management to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in computer system with accuracy. Ability to perform accounts clerical and bookkeeping duties. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience. Certification in First Aid required.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with students, parents and the public, and in meeting schedule deadlines.

**Bulletin:** The job of Middle School Secretary requires a person with superior people, strong secretarial and office administrative skills. The level of independence in performing work is high, and the Secretary must be a self-starter with motivation to be part of a team operation. There is significant budget control duties requiring bookkeeping and accounts clerical knowledge. There is satisfaction in being an integral part of the continued growth and scholastic development of young students.

7/1/97

**Fairfield Public Schools (Fairfield Woods Middle School)**

**Title:** Middle School Guidance Secretary

**Job Purpose Statement:** Performs secretarial and administrative clerical duties in a middle school guidance department; and assists students, parents, and teachers.

**Supervision Received:** Receives general supervision from professional staff members; performs duties independently and exercises judgment and tact in interacting with students, parents and staff.

**Supervision Exercised:** Provides task supervision to students or volunteers.

**Essential Job Functions:**

Provides secretarial and clerical support to school guidance team composed of a psychologist, counselors, social worker and various support staff. Organizes work according to established or standard office procedures. Word processes correspondence, memoranda and reports; prepares routine correspondence; collates materials for team meetings; and maintains office filing system.

Coordinates P.P.T. meetings and annual reviews for special education. Notifies participants, coordinates and collates information, and arranges meeting location. Records narrative information and data as, necessary. Organizes and enters confidential student information into permanent filing system.

Maintains student cumulative and special education files. Affixes standardized test score labels; files I.E.P. reports and creates new I.E.P. folders as needed. Maintains separate file on database for special education students.

Maintains, prepares and is responsible for General Checking Account. Receives funds, performs accounts reconciliation work, balances and makes bank deposits. Prepares and processes financial data manually and in an automated accounting system, and prepares reports and data for school administration and external auditors.

Prepares new cards for students entering seventh and eight grades. Prepares high school information materials, including course selection sheets for students entering high school, and transmits information to high school guidance office. Organizes files for incoming sixth grade students.

**Incidental Job Functions:**

Coordinates private school application requests, submitting copies of records and report cards; and records names for appropriate follow-up.

Provides relief or fill-in support to front office staff as necessary. Assists in clerical tasks as needed; and performs attendance tasks in absence of secretary.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform bookkeeping and be familiar with accounting terms. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress interacting with students in a disciplinary situation, and in related contacts with parents and staff members. Some stress related to meeting report deadlines, especially during annual review time.

**Bulletin:** The job of Guidance Secretary requires strong administrative clerical and secretarial skills. Organizational skills are necessary due to the variety of activities and the frequency of student visits. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of her duties.

7/1/97

Revised 1/25/08

## **Fairfield Public Schools**

**Title:** Middle School Student Services Secretary (Fairfield Woods)

**Job Purpose Statement:** Provides secretarial and administrative clerical services to Assistant Principal and Dean of Students; maintains student attendance and testing records, and serves as registrar of students.

**Supervision Received:** Receives general supervision from Assistant Principal and Dean of Students; independently performs duties, exercising judgment and tact in interacting with students, parents and staff. Works with independence, establishing priorities within work assignment to ensure deadlines are met.

**Supervision Exercised:** None

### **Essential Job Functions:**

Performs secretarial and clerical duties for Assistant Principal: word processes correspondence, memorandums, duty rosters, staff evaluations, including confidential information. Provides clerical assistance in the administration of various student testing, including Ct. Mastery, and various district assessments. Collates and word processes information for various intergovernmental reports such as Racial and Dominant Language surveys, and student population data.

Performs secretarial and clerical duties for Dean of Students: word processes correspondence, detention, suspension and truancy notices and reports; and coordinates administrative details for trips and events. Maintains and updates student schedule information, and distributes to appropriate persons. Collates and updates information for school handbook.

Coordinates and processes report card markings, verification, recording, distribution and mailing. Reviews printed report cards for accuracy and stamps honor or high honor as appropriate.

Registers new students and families. Interacts with students daily, including issuing entrance and leave passes.

Prepares daily attendance report from homeroom attendance information and voice mail calls for absence or tardy information. Enters information into an automated attendance system; follows up with parents/guardians by telephone on any unreported absences. Reports missing students to supervisor. Maintains permanent attendance and enrollment records through district computer system, updating as necessary. Enters data and performs word processing in completing a variety of correspondence, memorandum, forms, notices and reports.

### **Incidental Job Functions:**

Monitors the supply and servicing of school copy machines and equipment and acts as key operator and troubleshoots breakdowns as needed. Maintains, organizes, stocks and inventories school supply area. Fills teacher supply orders as necessary.

Relieves supervisors of administrative details. Acts as liaison to parents, students, teachers, and public; schedules appointments, and screens telephone calls and correspondence. Summons students to office by intercom as necessary. Supervises students sent to office for disciplinary reasons. Maintains attendance records making adjustments and reports as necessary.

Assists in the contacting, assignment, and orientation of substitute teachers. Maintains any related records.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Working Knowledge of MUNIS and Student Management System. Ability to perform basic bookkeeping tasks. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment. Ability to work independently.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with students in a disciplinary situation, and in related contacts with parents and staff members. Some stress related to meeting report deadlines, especially during report card distribution.

**Bulletin:** The job requires strong administrative clerical and secretarial skills. Organizational skills are necessary due to the variety of activities and the frequency of student visits. Excellent interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary must be a self-starter. The secretary deals with confidential information and must use discretion in the performance of her duties.

7/1/97

Revised 3/2012



## **Fairfield Public Schools (Fairfield Woods)**

**Title:** Middle School Secretary/Receptionist

**Job Purpose Statement:** Performs clerical, receptionist and secretarial duties in the main office of the school; greets and determines needs of students, staff and visitors, provides information or refers persons to appropriate office or staff member.

**Supervision Received:** Receives general supervision from Principal or other school administrator; and task or project supervision from Principal's Secretary.

**Supervision Exercised:** None

### **Essential Job Functions:**

Greets students, parents and visitors to school, directing them to a specific area or to staff members as appropriate; screens incoming telephone calls and refers to offices or staff members as needed. Provides information directly as appropriate.

Responds to intercom requests from school nurse, guidance office and classrooms for purpose of paging students or staff members.

Records staff attendance information on daily attendance sheet checking for correct coding and accounting. Enters and maintains teacher and administrative absences and professional development activity in an automated filing system.

Works cooperatively with the principal's secretary, performing secretarial and clerical tasks as needed, including word processing, collating and processing mailings, etc. Files office correspondence.

Maintains sign-out logs for students and staff, files student schedule changes for accurate usefulness and accessibility; posts teacher and duty schedules in a timely manner; coordinates conference room schedule; receives and records lost book payments and processes to principal's secretary.

Organizes and maintains Parent Conference schedule book; prepares booklet according to grade level and team; informs teachers of appointments, communicating times and room numbers in a timely manner; and coordinates and transmits conference information to parents.

### **Incidental Job Functions:**

Word processes correspondence and various documents for teachers on request, and assists with word processing for Assistant Principal as needed.

Performs related duties as required.

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

Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations

where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school's computer systems with accuracy. Ability to perform basic bookkeeping tasks. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:**

The skills and knowledge required would generally be acquired with graduation from high school and one year of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:**

Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with students, and in related contacts with parents and staff members.

**Bulletin:** The main office receives a steady flow of students, staff and visitors, frequent telephone calls and intercom signals, it is essential that the secretary/receptionist be pleasant, calm and helpful in all contacts. The job requires strong administrative clerical, secretarial skills and organizational skills. The secretary/receptionist deals with confidential information and must use discretion in the performance of her duties.

7/1/97  
Revised 7/2012

## **Fairfield Public Schools (Roger Ludlowe Middle School)**

**Title:** Middle School Principal's Secretary

**Job Purpose Statement:** Provides administrative and secretarial assistance of a confidential, complex, and responsible nature, for the principal of a middle school. Interacts with teachers, parents, students, central office and the public and performs related bookkeeping, records management, and communications services.

**Supervision Received:** Receives general supervision from the principal or other school administrator; and works with considerable independence, establishing priorities within work assignment.

**Supervision Exercised:** Provides general supervision and coordinates the work of secretaries of lower grade to assure deadlines are met.

### **Essential Job Functions:**

Greets students, parents, and visitors to school. Screens incoming calls and refers them to appropriate office or person. Screens telephone calls and correspondence requiring personal attention of principal and when possible, prepares replies, including confidential matters. Schedules appointments for principal and acts as liaison with parents, students, central office staff and public. Maintains confidential teacher and staff records. Transmits Principal's directives to designated persons and follows up for compliance, completeness and timeliness.

Composes monthly report for the Superintendent and school calendar for display case. Prepares and coordinates production of summer mailing. Coordinates student readers and edits material for daily morning announcements.

Monitors approved school budget; maintains account balances and projects funding availability based on school activities; keeps principal informed of status of operating budget. Prepares and processes statistical and financial data for central office.

Maintains inventory of assets, supplies and materials. Prepares and processes purchase orders, including books, supplies and materials required by staff for school year and communicates with vendors, as necessary, to assure proper pricing and timeliness of payments and deliveries. Updates replacement cost list for textbooks for purpose of lost book fees charged to students.

Maintains Lunch Program Assistance files, processes lunch assistance applications, and updates roster as necessary. Communicates with head custodian regularly regarding building use, supplies in storage, and security company monitoring. Facilitates security videotaping. Initiates security suspension, notifies Central Office previous to fire drills, and processes fire drill reports for Fire Marshall and Superintendent.

### **Incidental Job Functions:**

Maintains correspondence and work files for teachers and support staff. Provides secretarial and clerical assistance to staff members when required. Administers professional development reimbursements, and assists staff with special events. Maintains staff directory and room intercom directory. Processes bi-weekly pay sheets and monthly extra pay report. Assists building guests and processes new-student registrations in the summer

Interacts with students daily, including issuing entrance and leave passes, and supervises ill children in the temporary absence of school nurse. Responds to intercom requests from school nurse, guidance office and classrooms for purpose of paging students or staff members

Works cooperatively with P.T.A. in publishing monthly school newsletter, i.e. principal's message and related articles for distribution. Coordinates with central office use of school building and grounds and maintains log of reservations. Maintains file of vendor catalogs.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to work independently. Ability to supervise. Ability to apply principles of office management to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing using Microsoft Office Suite with accuracy. Ability to perform clerical and bookkeeping duties. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience. Certification in First Aid required.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with students, parents and the public, and in meeting schedule deadlines.

**Bulletin:** The job of Middle School Secretary requires a person with superior people, strong secretarial and office administrative skills. The level of independence in performing work is high, and the Secretary must be a self-starter with motivation to be part of a team operation. There are significant budget control duties requiring bookkeeping and accounts clerical knowledge. There is satisfaction in being an integral part of the continued growth and scholastic development of young students.

**Fairfield Public Schools (Roger Ludlowe Middle School)**

**Title:** Middle School Guidance Secretary

**Job Purpose Statement:** Performs secretarial and administrative clerical duties in a middle school guidance department; and assists students, parents, and teachers.

**Supervision Received:** Receives general supervision from professional staff members; performs duties independently; and exercises judgment and tact in interacting with students, parents and staff.

**Supervision Exercised:** Provides task supervision to students.

**Essential Job Functions:**

Provides secretarial and clerical support to school guidance team composed of a psychologist, guidance counselors, substance abuse counselor, social worker, and speech and hearing pathologists. Organizes work according to established or standard office procedures. Word processes correspondence, memoranda and reports. Collates materials for team meetings. Maintains office filing system as well as separate file on database for special education students.

Coordinates PPT meetings and annual reviews. Notifies participants, coordinates and collates information, arranges meeting location, follows up via phone calls to verify attendance. Records narrative information and data as necessary. Organizes and maintains cumulative records and enters confidential student information including IEP reports into permanent files.

Coordinates and processes report card markings, verification, recording, distribution and mailing. Interacts with teachers to assure accuracy of grades and related information. Reviews printed report cards for accuracy and stamps "Honor" or "High Honor" as appropriate. Prepares and distributes honor roll lists for publication in local papers. Affixes CMT, IOWA and CAT test score labels and creates new IEP and cumulative folders as needed.

Enters and maintains enrollment information in town central computer system. Produces class schedules for students and distributes schedules to students and staff members including teachers, nurse, guidance office, and PTA as needed. Maintains separate schedule system for special education students. Coordinates private school application requests, submitting copies of records and report cards and records names for appropriate follow-up.

Updates student identification cards and labels. Prepares new cards for students entering seventh and eighth grades. Prepares high school information materials and transmits information to high school guidance office as necessary.

Registers new students and transfers information for exiting students. Maintains "second parent" mailing list. Coordinates release of records forms, health

record requests, etc. with guidance counselors and school nurse. Organizes and maintains student cumulative record

**Incidental Job Functions:**

Provides relief or fill-in support to front office staff as necessary. Assists in clerical tasks as needed.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy using Microsoft Office Suite. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with students in a disciplinary situation, and in related contacts with parents and staff members. Some stress related to meeting report deadlines, especially during report card distribution, scheduling, orientation periods, and annual reviews for Special Education.

**Bulletin:** The job of Guidance Secretary requires strong administrative clerical and secretarial skills. Strong organizational skills are necessary due to the variety of activities, periodic peaks in workload, and the frequency of interruptions including student visits. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. Familiarity with Microsoft Office Suite is essential. The secretary deals with confidential information and must use discretion in the performance of her duties.

**Fairfield Public Schools (Roger Ludlowe Middle School)**

**Title:** Middle School Student Services Secretary

**Job Purpose Statement:** Provides secretarial and administrative clerical services to Assistant Principal and Dean of Students; maintains student attendance and testing records.

**Supervision Received:** Receives general supervision from assistant principal and dean of students; independently performs duties, exercising judgment and tact in interacting with students, parents and staff. Works with independence, establishing priorities within work assignment to assure deadlines are met.

**Supervision Exercised:** Provides task supervision to students.

**Essential Job Functions:**

Performs secretarial and clerical duties for assistant principal and dean of students. Word processes correspondence including confidential information, memorandums, duty rosters, staff evaluations assigned to the assistant principal, as well as detention, suspension and truancy notices and reports. Provides clerical assistance in the administration of various student testing including CMT, CAT, and ITBS examinations. Manages collection of lost book fees, processing refunds when necessary. Receives funds and performs accounts reconciliation work for student activity and special fund accounts. Manages collection of funds for field trips and produces statements as needed to aid teachers. Makes bank deposits as necessary.

Acts as liaison to parents, students, teachers, and public. Screens telephone calls and correspondence. Interacts with students issuing entrance and early dismissal passes.

Prepares daily attendance report from homeroom attendance information and early dismissal requests and by processing voice mail recording for absence or tardy information. Enters information into an automated attendance system; records information on attendance cards and pursues verification of unexcused absences from parents/guardians by telephone. Communicates reported student illnesses to nurse. Reports missing students to supervisor. Maintains permanent attendance and enrollment records through town computer system producing reports and updating as necessary.

**Incidental Job Functions:**

Summons students to office by intercom as necessary. Supervises students sent to the dean's office for disciplinary reasons and supervises ill students during the temporary absence of the nurse.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization

exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform basic bookkeeping tasks. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress interacting with students in a disciplinary situation, and in related contacts with parents and staff members. Some stress related to meeting report deadlines.

**Bulletin:** The job requires strong administrative clerical and secretarial skills including ability to word and data process using Microsoft Office Suite. Organizational skills are necessary due to the variety of activities and the frequency of interruptions including student visits. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of her duties.



**Fairfield Public Schools (Roger Ludlowe Middle School)**

**Title:** Middle School Secretary/Receptionist

**Job Purpose Statement:** Performs clerical, receptionist and secretarial duties in the main office of the school; greets and screens students, staff and visitors need, and provides information or refers persons to appropriate office or staff member.

**Supervision Received:** Receives general supervision from principal or other school administrator; and task or project supervision from Principal's Secretary.

**Supervision Exercised:** Provides task supervision to students and volunteers.

**Essential Job Functions:**

Greets students, parents and visitors directing them to specific area or staff member as appropriate. Screens incoming telephone calls and refers to offices or staff members as needed. Interacts with students daily including issuing entrance and early dismissal passes. Supervises ill students in absence of nurse.

Responds to intercom requests from school nurse, guidance office and classrooms for purpose of paging students or staff members. Distributes interschool and US mail. Assists in maintaining office equipment and placing calls for service.

Records staff attendance information; prepares substitute teacher service forms for submission to Personnel Office; follows up with staff to assure accuracy of forms and proper assignment of codes for absences and attendance at workshops. Enters and maintains teacher and administrative absences and professional development activity in an automated filing system. Support for guidance secretary and student services secretary as needed.

Prepares and distributes daily morning bulletin. Currently maintains "B" level internet security including page design and site update. Prepares design layouts for all programs, brochures, and flyers. Maintains sign-out logs for students and staff. Maintains reference file of teachers' schedules and assists with maintenance of student database.

Prepares correspondence and maintains payment records for grade six and grade eight week-long trips. Prepares monthly after-school activities calendar. Prepares graduation awards. In-puts student data from articulation cards.

**Incidental Job Functions:**

Works cooperatively with the principal's secretary performing secretarial and clerical tasks as needed including word processing, typing, collating and processing mailings, and coordinating lunch assistance students with Food Services staff.

Word processes/types correspondence and various documents for teachers on request, and assists with word processing and typing for Assistant Principal as needed.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform with accuracy basic bookkeeping tasks as well as word and data processing in school computer system using Microsoft Office Suite. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and one year of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with students, including disciplinary matters, and in related contacts with parents and staff members.

**Bulletin:** The main office receives a steady flow of students, staff and visitors, frequent telephone calls and intercom signals. It is essential that the secretary/receptionist be pleasant, calm and helpful in all contacts. The job requires strong administrative clerical, secretarial skills and organizational skills including proficiency in Microsoft Office Suite. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of her duties.

## **Fairfield Public Schools**

**Title:** Middle School Principal's Secretary (Tomlinson Middle School)

**Job Purpose Statement:** Provides administrative and secretarial assistance of a confidential, complex, and responsible nature, for the principal of a middle school; interacts with teachers, parents, students, central office staff and the public; performs related bookkeeping, records management, and communications services.

**Supervision Received:** Receives general supervision from the Principal or other school administrator; and works with considerable independence, establishing priorities within work assignment.

**Supervision Exercised:** Provides general supervision and coordinates the work of secretaries of lower grade to assure deadlines are met.

### **Essential Job Functions:**

Organizes work flow to relieve Principal of administrative details. Screens telephone calls and correspondence requiring personal attention of Principal and prepares replies, including confidential matters. Arranges meetings, schedules appointments for Principal, and acts as liaison with parents, students, staff and public. Coordinates details for staff observations and evaluations, and maintains confidential teacher and staff records. Transmits Principal's directives to designated persons, and follows up for compliance, completeness and timeliness.

Assists in preparation of school budget recommendations. Compiles and coordinates data from school staff. Monitors approved school budget; maintains account balances and projects funding availability based on school activities; keeps Principal informed of status of operating budget. Receives funds and performs accounts reconciliation work for student activity and special fund accounts; and makes bank deposits and balances as necessary. Collects time sheets for after school activities/programs, monitors after school expenses. Prepares and processes statistical and financial data for central office and intergovernmental reports.

Maintains inventory of assets, supplies and materials. Prepares and processes purchase orders, including books, supplies and materials required by staff for school year. Communicates with vendors to assure proper pricing and timeliness of payments. Updates replacement cost list for textbooks for purpose of lost book fees charged to students. Maintains Lunch Program Assistance files and updates roster as necessary; types all Accident Reports.

### **Incidental Job Functions:**

Maintains correspondence and work files for teachers and support staff. Provides secretarial and clerical assistance to staff members as able. Administers

professional development requests and reimbursements. Coordinates arrangement with staff for field trips, maintains financial database for field trips and other special events.

Interacts with students daily, including issuing entrance and leave passes, and supervision of ill children in the temporary absence of school nurse. Prepares daily student population information and processes data to Central Office and other agencies as required.

Works cooperatively with P.T.A. in publishing articles for distribution and assisting with the planning and execution of P.T.A. events. Updates the school bulletin weekly and regularly updates the school's website. Oversees all mailings to parents, monitoring for accuracy and timeliness. Coordinates with central office use of school building and grounds and maintains log of reservations. Prepares, and designs layout for all concert programs, Closing Exercise Program, and other special events.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to work independently. Ability to supervise. Ability to apply principles of office management to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing and editing in computer system with accuracy. Ability to perform accounts clerical and bookkeeping duties. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience. Certification in First Aid required.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with students, parents and the public, and in meeting deadlines.

**Bulletin:** The job of Middle School Secretary requires a person with superior interpersonal and strong secretarial/office administrative skills. There is a high level of independence required to perform job functions. The Middle School Principal's Secretary must be a self-starter and must be highly motivated to be part of a team operation. The Secretary has significant budget control duties, which requires bookkeeping and accounting knowledge. There is satisfaction in being an integral part of the continued growth and scholastic development of middle school students.

7/1/97

Revised 2/7/12

## **Fairfield Public Schools (Tomlinson School)**

**Title:** Middle School Guidance Secretary

**Job Purpose Statement:** Performs secretarial and administrative clerical duties in a middle school guidance department; and assists students, parents, and teachers.

**Supervision Received:** Receives general supervision from professional staff members; performs duties independently; and exercises judgment and tact in interacting with students, parents and staff.

**Supervision Exercised:** Provides task supervision to students or volunteers.

### **Essential Job Functions:**

Provides secretarial and clerical support to school guidance team composed of a psychologist, counselors and, as available, social worker. Organizes work according to established or standard office procedures. Word processes correspondence, memoranda and reports; prepares routine correspondence; collates materials for team meetings; and maintains office filing system.

Coordinates P.P.T. meetings and annual reviews for special education. Notifies participants, coordinates and collates information, and arranges meeting location. Records narrative information and data as necessary. Organizes and enters confidential student information into permanent filing system.

Coordinates and processes report card markings, verification, recording, distribution and mailing. Interacts with teachers to assure accuracy of grades and related information. Reviews printed report cards for accuracy and stamps honor or high honor as appropriate. Prepares and distributes honor roll lists.

Enters and maintains enrollment information in town central computer system; produces class schedules for students; and distributes schedules to students and staff members, including teachers, nurse, guidance office and P.T.A. as needed. Maintains separate schedule system for special education students. Coordinates private school application requests, submitting copies of records and report cards; and records names for appropriate follow-up.

Coordinates and assists in orientation of fifth grade students from feeder elementary schools, including briefing sessions, and updating student identification cards and labels. Prepares new cards for students entering

seventh and eight grades. Prepares high school information materials, including course selection sheets for students entering high school, and transmits information to high school guidance office as necessary.

**Incidental Job Functions:**

Provides relief or fill-in support to front office staff as necessary. Assists in clerical tasks as needed.

Generates labels for school mailings and maintains second parent mailing list.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with students in a disciplinary situation, and in related contacts with parents and staff members. Some stress related to meeting report deadlines, especially during report card distribution, scheduling, orientation periods, and annual reviews for Special Education.

**Bulletin:** The job of Guidance Secretary requires strong administrative clerical and secretarial skills. Organizational skills are necessary due to the variety of activities, periodic peaks in workload, and the frequency of student visits. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of her duties.

## **Fairfield Public Schools (Tomlinson)**

**Title:** Middle School Student Services Secretary

**Job Purpose Statement:** Provides secretarial and administrative clerical services to Assistant Principal and Dean of Students; maintains student attendance and testing records.

**Supervision Received:** Receives general supervision from Assistant Principal and Dean of Students; independently performs duties, exercising judgment and tact in interacting with students, parents and staff. Works with independence, establishing priorities within work assignment to assure deadlines are met.

**Supervision Exercised:** Provides task supervision to students and volunteers.

### **Essential Job Functions:**

Performs secretarial and clerical duties for Assistant Principal: word processes correspondence, memorandums, duty rosters, staff evaluations, including confidential information. Provides clerical assistance in the administration of various student testing, including Ct. Mastery, C.A.T.; and I.T.B.S. examinations. Collates and word processes information for various intergovernmental reports such as Racial and Dominant Language surveys, and student population data.

Performs secretarial and clerical duties for Dean of Students: word processes correspondence, detention, suspension and truancy notices and reports; and coordinates administrative details for trips and events. Maintains and updates student schedule information, and distributes to appropriate persons. Collates and updates information for school handbook.

Relieves supervisors of administrative details. Acts as liaison to parents, students, teachers, and public; schedules appointments, and screens telephone calls and correspondence.

Prepares daily attendance report from homeroom attendance information and voice mail calls for absence or tardy information. Enters information into an automated attendance system; records information on attendance cards; and follows up with parents/guardians by telephone any unreported absences. Reports missing students to supervisor. Maintains permanent attendance and enrollment records through town computer system, updating as necessary. Enters data and performs word processing in completing a variety of correspondence, memorandum, forms, notices and reports.

### **Incidental Job Functions:**

Monitors the supply and servicing of school copy machines and equipment and acts as key operator and troubleshoots breakdowns as needed. Performs liaison duties to Central Stores for school supplies and materials.

Summons students to office by intercom as necessary. Supervises students sent to office for disciplinary reasons. Maintains attendance records making adjustments and reports as necessary. Types bus passes, manages lunch loans, elevator keys, etc.

Assists in the contacting, assignment, and orientation of substitute teachers.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform basic bookkeeping tasks. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress interacting with students in a disciplinary situation, and in related contacts with parents and staff members. Some stress related to meeting report deadlines.

**Bulletin:** The job requires strong administrative clerical and secretarial skills. Organizational skills are necessary due to the variety of activities and the frequency of student visits. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of her duties.



## **Fairfield Public Schools (Tomlinson Middle School)**

**Title:** Middle School Secretary/Receptionist

**Job Purpose Statement:** Performs clerical, receptionist and secretarial duties in the main office of the school; greets students, parents, and visitors, and provides information or refers persons to appropriate office or staff member.

**Supervision Received:** Receives general supervision from Principal or other school administrator; and task or project supervision from Principal's Secretary.

**Supervision Exercised:** Provides task supervision to students or volunteers.

### **Essential Job Functions:**

Greets students, parents and visitors to school, directing them to specific area or staff member as appropriate; and screens incoming telephone calls and refers to offices or staff members as needed.

Responds to intercom requests from school nurse, guidance office and classrooms for purpose of locating students or staff members.

Maintains all general supplies for the school, including offices and classroom requests and distribution, adheres to the school budget in this regard, keeps the supplies inventory, and reorders as needed.

Works closely with Principal's secretary to prepare and distribute timely and accurate mailings to parents throughout the year. Collects and helps monitor the collection of field trip forms, emergency contact information, and other important records kept on file by the school.

Prepares and monitors student presentation of daily Morning Bulletin information to staff and students.

Maintains sign-out logs for students and staff, uses and helps maintain the accuracy of the student management system, coordinates conference room schedule; receives and records lost book payments and processes to principal's secretary.

### **Incidental Job Functions:**

Works cooperatively with the principal's secretary, performing secretarial and clerical tasks as needed, including word processing, typing, collating and processing mailings, etc.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform basic bookkeeping tasks. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and one year of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with students, and related contacts with parents and staff members.

**Bulletin:** The main office receives a steady flow of students, staff and visitors, frequent telephone calls and intercom signals, it is essential that the secretary/receptionist be pleasant, calm and helpful in all contacts. The job requires strong administrative clerical, secretarial skills and organizational skills. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of her duties.

Revised 10/2012

## **Fairfield Public Schools**

**Title:** Early Childhood Center Secretary – 12 Month Position

**Job Purpose Statement:** Provides administrative and secretarial assistance of a confidential, complex, and responsible nature, for the Coordinator of Preschool and Elementary Special Education; interacts with teachers, paraprofessionals, related service staff, parents, students, central office and the public; and performs related bookkeeping, records management, and communications services.

**Supervision Received:** Receives general supervision from the Coordinator or other school administrator; works with independence, establishing priorities within work assignment.

### **Essential Job Functions:**

- Enters data and performs word processing in completing a variety of correspondence, memoranda, forms, notices and reports
- Acts as liaison to parents, students, central office and public
- Schedules appointments, and screens telephone calls and correspondence
- Interacts with students daily, supervision of ill children in the temporary absence of school nurse, and surrogate parenting as necessary
- Transmits and explains Coordinator's directives to designated persons, and follows up for compliance, completeness and timeliness
- Maintains school filing system; including statistical and financial data, student and staff attendance records
- Organizes and processes reports to Central Office and inter-government agencies
- Arranges for substitute teachers and paraprofessionals, and maintains related records
- Processes and communicates new referrals to the Early Childhood Center (including the word processing of evaluations as necessary)
- Organizes and schedules Early Childhood Assessment Team Evaluations, P.P.T. meetings, Birth to Three Transitions, Kindergarten transition information, parent/teacher conferences, staff observations and evaluations, and follow-ups as necessary
- Registers new students, initiates and creates initial student records, discharges transferring students, and maintains and processes student cumulative records, including confidential information
- Maintains the Student Management System for the ECC
- Maintains all state and federal reporting requirement for the ECC
- Prepares school newsletters, bulletins and related reports for distribution
- Assists in maintaining the Early Childhood Center Website
- Monitors school budget; maintains account balances manually or by computer system and projects funding availability; keeps Coordinator informed of status
- Maintains inventory of school assets and equipment, materials and supplies
- Processes purchase orders for new or replacement equipment, materials and supplies
- Processes work orders for repairs to equipment as assigned

### **Incidental Job Functions:**

- Analyzes office and administrative procedures
- Makes recommendations to improve workflow and to affect efficiencies
- Maintains and updates skills in new and emerging technologies
- Utilizes all new and emerging technology to increase efficiency and productivity
- Organizes meeting materials and prepares notices for staff meetings
- May attend meetings and record proceedings as directed
- Coordinates and participates in special school events as needed
- Willingness to assist staff with young children as assigned

**Knowledge, Skills and Abilities:**

- Ability to relate in a positive, friendly manner with students, parents, staff members, and the public
- Ability to solve practical problems and deal with a variety of situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form
- Ability to perform word and data processing in school computer system with accuracy
- Ability to perform accounts, clerical and bookkeeping duties
- Ability to organize and maintain diverse data, files and records
- Ability to operate a variety of office equipment
- Ability to maintain the highest ethical standards for professionalism and confidentiality

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience. Excellent skills in the use of office technology are required. Certification in First Aid must be attained within first school year of employment.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with young children (with and without disabilities), parents and the public, and in meeting schedule deadlines.

**Bulletin:** The job of Early Childhood Center Secretary requires a person with superior people and strong secretarial skills. The Secretary must be a well-organized with the ability to juggle many tasks simultaneously. The workload is heavy, with frequent interruptions, yet the work product should be flawless. The excitement of helping children develop educational and personal skills is rewarding.

7/10/00

Revised 7/2/2010

## **Fairfield Public Schools**

**Title:** Elementary School Secretary

**Job Purpose Statement:** Provides administrative and secretarial assistance of a confidential, complex, and responsible nature, for the principal of an elementary school; interacts with teachers, parents, students, central office and the public; and performs related bookkeeping, records management, and communications services.

**Supervision Received:** Receives general supervision from the Principal or other school administrator; works with independence, establishing priorities within work assignment.

**Supervision Exercised:** Provides task supervision to clerical assistants or to parent and student volunteers.

### **Essential Job Functions:**

Enters data and performs word processing in completing a variety of correspondence, memoranda, forms, notices and reports. Acts as liaison to parents, students, central office and public; schedules appointments, and screens telephone calls and correspondence. Interacts with students daily, including issuing entrance and leave passes, supervision of ill children in the temporary absence of school nurse, and surrogate parenting as necessary.

Transmits and explains Principal's directives to designated persons, and follows up for compliance, completeness and timeliness. Maintains school filing system; including statistical and financial data, student and staff attendance records. Organizes and processes reports to Central Office and inter-government agencies. Arranges for substitute teachers and aides, and maintains related records.

Organizes and schedules P.P.T. meetings, kindergarten registration, parent/teacher conferences, staff observations and evaluations, and follow-ups as necessary. Registers new students, discharges transferring students, and maintains and processes student cumulative records, including confidential information. Prepares school newsletters, bulletins and related reports for distribution.

Monitors school budget; maintains account balances manually or by computer system, and projects funding availability; keeps Principal informed of status. Maintains inventory of school assets and equipment, materials and supplies. Processes purchase orders for new or replacement equipment, materials and supplies;. Maintains student activity and special fund accounts, including related bookkeeping and accounts reconciliation work.

### **Incidental Job Functions:**

Analyzes office and administrative procedures. Makes recommendations to improve work flow and to effect efficiencies.

Organizes meeting materials and prepares notices for staff meetings. May attend meetings and record proceedings as directed. Coordinates and participates in special school events as needed..

Coordinates with central office use of school building and grounds.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform accounts clerical and bookkeeping duties. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience. Certification in First Aid must be attained within first school year of employment.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with children, parents and the public, and in meeting schedule deadlines.

**Bulletin:** The job of Elementary School Secretary requires a person with superior people and strong secretarial skills. The Secretary must be a well-organized with the ability to juggle many tasks simultaneously. The workload is heavy, with frequent interruptions, yet the work product should be flawless. The excitement of helping children develop educational and personal skills is rewarding.