



Position Title: Secretary - Second
Bargaining Unit: Grand Rapids Association of Educational Office Personnel (GRAEOP)
Pay Rate: Determined by the collective bargaining agreement
Earning days: Determined by the negotiated calendar

GRPS MISSION: Our mission is to ensure that all students are educated, self-directed and productive members of society.

SUMMARY OF POSITION:

The second secretary is responsible for providing secretarial support services to the principal and head secretary.

ESSENTIAL JOB FUNCTIONS - *Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:*

JOB FUNCTIONS:

- Assist with the scheduling of appointments and maintain calendar for building administrator
- Assist the building administrator with various tasks including message handling, written communications, answering mail, filing, and scheduling
- Assist with recording all student daily attendance when required
- Assist with the recording of student data information in school file and files for pupil personnel as they enroll or drop
- Maintain the computerized student information system
- Process and deliver bank deposits
- Receive and send school records
- Assist with attendance when required
- Work with scan sheets for report cards, coordinate distribution, etc.
- Interact with co-workers, administration, students, parents and the community in positive, supportive and cooperative ways
- Performs other duties as assigned

This description describes the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required in the position.

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent
- One year of successful previous secretarial experience
- Demonstrated ability to work well with others
- Experience working with computers
- Excellent attendance and punctuality
- Good time management and organizational skills
- Good public relations, professional and courteous conversation skills with school customers: students, parents, teachers and community
- Excellent grammar and communication skills (verbal and written)
- Demonstrated ability to participate as a member of the team
- Demonstrated ability to work in a diverse environment

ADA REQUIREMENTS:

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually loud to moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

METHOD OF APPLICATION:

Grand Rapids Public Schools manages employment applications online. Applications must be completed online at <https://grps.tedk12.com/hire>. No hardcopy applications/resumes will be accepted for this position. Computer terminals are available in the GRPS Franklin Campus lobby from 8:00am – 4:00pm, Monday-Friday, for applicant use (Monday – Thursday during the summer).

Non-Discrimination

The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [616 819-2022](tel:6168192022) or humanresources@grps.org