

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 2-19-08

Budget Year: 2007 - 2008	Budget Code:
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Contingency Budget:

Position Title: Secretary	# Hours per day: 7 Hours from: TBA to:
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Assigned School for the Year: Russell Elementary

Salary (check one)

- \$ 12.23 / hour
 Commensurate with qualifications and experience
 Per contract or salary plan

Type of Employment (check all that apply):

- Permanent Temporary Supplemental Contract
 Administrative Certificated Support

Reason (check applicable reason):

- New Position Increased workload (temporary only)

Justification: Why do you need this position filled? (Please be specific).

- Russell school is a K-6 building with both elementary and middle level program components. The duties and responsibilities exceed
- current assignment capabilities. Student enrollment of 321 students per one building secretary justifies recommendation for
- additional secretarial support. Full-day kindergarten has impacted the elementary school office with increased workload.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: Immediately upon WCSD Board of Directors' approval.

Journals and newspapers

- Warren Times Observer
- Pittsburgh Post Gazette
- Other _____
- Professional Journals (Please provide title, exact address, phone number & fax number)
- Jamestown Post Journal
- PA State Colleges
- Erie Times

ITEM 3: QUALIFICATIONS (Specify required or preferred education, skills and experience as appropriate. Attach a copy of the job description for the position which lists job classifications, start and ending dates of position and the exact number of hours and times to be worked.)

See Attached list of current job duties/responsibilities

ITEM 4: MEMBERSHIP OF THE SEARCH COMMITTEE (Designate Chair)

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

Per WCSD job description and interview protocol

REQUESTED BY:		APPROVED BY:	
<u>Deborah Deppa</u>	<u>2-19-08</u>	<u>[Signature]</u>	<u>2/19/08</u>
Administrator Signature	Date	Director Signature	Date
		<u>[Signature]</u>	<u>2-21-08</u>
		Superintendent Signature	Date

RUSSELL ELEMENTARY SCHOOL
WARREN COUNTY SCHOOL DISTRICT
6820 Market Street
Russell, Pennsylvania 16345
Phone: 814-757-4507
FAX: 814-757-8776

Robert E. Terrill, Ed. D.
Superintendent

Deborah H. Deppas
Principal

February 4, 2008

Dear Dr. Pascale:

Please find attached the list of secretarial duties specific to Russell Elementary School that have warranted a review by the Warren County School District for additional secretarial hours at Russell School. With the implementation of full-day kindergarten and a current enrollment of 48 students and a projected kindergarten enrollment of at least 35 students for SY2008-09, secretarial tasks and assignments have compounded. Further, parent communications through the office are constant and plentiful and demand immediate and ongoing secretarial attention. One secretary should not be expected to manage the day-to-day demands, routines and responsibilities like those specific to Russell School at present.

Clearly, those factors along with other program changes and a 321 student enrollment by February 11, 2008 strongly support that the building needs related directly to the secretary's duties and responsibilities exceed the current secretarial assignment of seven and one-half hours.

With kindergarten registration set this month comes an additional demand of time and focus from the elementary secretary. To help provide consistency to the school and efficiency in our elementary office, I support that an addition of one secretary to Russell Elementary School with an assignment of seven hours be recommended for immediate consideration by our school district board of directors.

Please advise if I can be of assistance with other information related to this recommendation for additional secretarial support. Thank you in advance for your consideration of and attention to this need.

Sincerely,



Deborah Deppas
Elementary Principal

SECRETARIAL DUTIES
Russell Elementary School

1. Receptionist
 - a. First one to answer phone
 - b. Screen calls to principal, deliver all messages
 - c. Answer door buzzer
 - d. Greet all who enter building, supervise sign-in, provide directions to visitors
 - e. Attempt to monitor visitor activity in building-discourage classroom interruption
2. Schedule building usage, maintain calendar (Athletics) for external groups using RES Gym
3. Set up and enter all 4-Sight information three times during SY
4. Payroll (maintaining payroll absence book, submission to CO, picking up paychecks)
5. Tutoring set up in fall, time sheets, Snacks and Incentives billing and logs
6. Staff Attendance
 - a. Find substitutes for building aides
 - b. Submit certificated substitute requests to designated caller
7. Create and send out the Daily Bulletin to all staff
8. Sort student attendance envelope material daily
9. Schedule Parent Teacher Conferences – 317 students, 25 teachers – two times during SY
10. Maintain student permanent record files
11. Field Trips
 - a. Arrange Buses
 - b. Request for Field Trip sent to CO and Transportation
 - c. Payment for buses deposited in Holding
12. Record daily student attendance
 - a. Excuses – educational trips, late arrivals, early dismissals
 - b. Follow up letters – PMXL, MXL, 1st notices, Fines
 - c. File excuses
13. Initial registration of students
 - a. Greet parents and students
 - b. Assign student to teacher
 - c. Call bus garage with information
 - d. Request records from former school
 - e. Complete paperwork and create student files
 - f. Create student record in Pentamation

Withdraw students as needed

 - g. Copy records to send to other school
 - h. Maintain “dead” file
14. ERW – monthly report to CO
15. Distribute IPR and report cards - mail to non-custodial parents
16. Special Education
 - a. Keep order in B Files
 - b. Maintain/update Spec. Ed. Calendar in Pentamation
 - c. Copy and send psychological referrals to CO – maintain accuracy
17. Prepare monthly RES calendar

1. Handle all accounts
 - a. Petty Cash – replenish from CO when account is low
 - b. Grade 6 Activities Account – maintain records for auditors, make deposits, sign checks
2. Reports
 - a. Submit reports to CO on time
 - i. Fire Drill – monthly (remind principal)
 - ii. Petty Cash
 - iii. Credit Card
 - iv. Holding Account – make deposits and send form monthly
3. Discipline Referrals
 - a. Submit bus referrals to bus contractor, CO, and parent
4. Bus Notes – Daily changes, data in Pentamation
5. Supplies
 - a. Maintain Stock room – order Form 30/32 supplies, shelve when supplies arrive
 - b. Type and keep records of all POs
 - c. Copier Room – maintain paper supply, fill machine
 - d. Order and maintain a supply of projector bulbs
6. Copiers
 - a. Maintenance – call for repairs, read meter
 - b. Change toner
7. Laminators, Fax Machine – Keep supplies on hand, maintenance
8. ADM Passes – Keep a record of and assign ADM passes
9. Keys – Keep a record of and assign keys
10. Lunches – Handle all lunch applications
 - a. Enter status in Pentamation
 - b. Notify parent and cafeteria manager of status and changes
 - c. Verification Report – annually
11. Observations – Deliver to teachers/file in teacher’s PIF
12. Distribute daily mail – US and inter-school
13. Notify teachers of UPS deliveries
14. Count out all informative flyers: menus, CO approved public notices, Aramark information
15. Providing medication and log to Principal or teacher for signature when nurse is not at RES
16. Entering any Daily Meds in Pentamation when nurse is not present
17. Mileage forms to CO
18. Email for student textbooks needed throughout SY
19. Updating student records in Pentamation – all annual changes, including am and pm bus
20. Updating student permanent record files annually – photos on Kdg, Grade 4 and new entrants
21. Delivery of items that parents may bring to school office throughout the day
22. Make copies for teachers who may need “extras” during the school day
23. Deliver all messages during school day: change of plans at day’s end, bus changes
24. File all test results: PSSA, MAT 8, GMades
25. Kindergarten Registration
26. File updates in WCSD Policy Manual
27. In June: Reorganize files, update permanent records for upcoming SY, all CO end-of year reports
28. In August: Enter new students, prepare large parent packet for 1st day, sort summer mail

Karen Thomas RES Secretary Sub since December 17, 2008

Office duties have included:

Available for coverage for lunch, breaks, and trips to Central Office
Answer phones, transfer calls, take and deliver messages, answer questions.
Help students with medical needs when nurse is not on site
 Take students to classroom for teacher to administer tylenol
 Give ice packs
 Contact parent and arrange for pickup
Make copies for students, teacher, and Mrs. Trumbull as needed
Answer door and help with visitors
Deliver items, messages, etc. to classrooms
Homework requests
Sort and deliver US mail and UPS deliveries
File excuses at end of month
Copy, sort and count out memos, notices, menus, Aramark info, monthly calendar etc.
Assign gym usage
Maintain Pentamation Summary Book
Update WCSD Policy Manual
Order WCSD Education Forms
Add file tabs to employee personal information files, Pentamation summary book, and "B" files
Purchase orders:
 Completed, logged, and sent purchase requests to Central Office
 Arrange purchase order file numerically and check on outstanding purchase orders
Kindergarten Registration:
 Create directional signs
 Create checklists and mounted on construction paper for each parent
 Pre-kindergarten registration survey
Parent/Teacher Conferences:
 Copy/distribute P/T conference forms
 Schedule conferences with parents calling during school day
 Organize conference forms received
Payroll:
 Double check figures on payroll time sheets, get principal's signature and copy
 Affix labels on time sheets for remainder of school year
Update employee address list and calling tree
Organize and maintain stock room and stockroom supplies
Mail student report cards, monthly calendars, and other information as required to non-custodial parents
Prepare envelopes for non-custodial parents for remainder of school year
Copier upkeep, clear jams, change toner, read copier meter, maintain paper supply
Prepare envelopes for PML's and MXL's and free up time for secretary to prepare letters etc.
Sort and deliver 4-Sight tests for test day
Maintain supplies of needed forms and make necessary copies
Update packets for new students
Call parents of tutored students to notify them of cancellation

Warren County School District School Year 2007-2008
Secretarial Assignments
Secretary/Student Ratios

School	# Secretaries	# Students 06/07	# Students as of 2/08	Ratio Secretary/Student
SSELC	1.5	392	287	1:191 (07/08)
WAEC	3	696	730	1:243 (07/08)
AV	1	135	185	1:185 (07/08)
SG	1	259	249	1:249 (07/08)
RES	1	310	324	1:324 (07/08)
SES	1	133	144	1:144 (07/08)
YEMS K-8	4	507	643	1:161 (07/08)
K-6			483	1:161 (07/08)