



## Physical Requirements to Fulfill the Essential Functions School Secretary

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
OUTDOOR DUTY	X		
*COLD (50°F OR LOWER)			
*HEAT (90°F OR HIGHER)			
GASES/FUMES/DUST	X		
CHEMICALS/SOLVENTS	X		
NOISE		X	
HIGH STRESS		X	
INTERRUPTIONS		X	
NEED FOR FREQUENT RESTROOM BREAKS	X		
OVERTIME NECESSARY	X		
CLIMBING STAIRS	X		
CRAWLING	X		
STANDING			X
SITTING			X
WALKING			X
RUNNING			
KNEELING	X		
BENDING			X
REACHING OVER SHOULDER			X
REACH WHITEBOARD HEIGHT	X		
PUSHING		X	
PULLING		X	
<b>MOVING HEAVY ITEMS</b>			
LIFTING/ LOWERING:			
up to 20 lbs		X	
up to 50 lbs	X		
more than 50 lbs			
LIFTING OVER SHOULDER:			
up to 20 lbs		X	
up to 50 lbs			
more than 50 lbs			
CARRYING:			
up to 20 lbs		X	
up to 50 lbs	X		
more than 50 lbs			

<b>OPERATE MACHINERY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
TELEPHONE			X
FAX		X	
COPIER			X
COMPUTER			X
PRINTER			X
CALCULATOR	X		
PROJECTION EQUIPMENT	X		
OTHER AV EQUIPMENT	X		
OTHER (Please List)			
COFFEE MAKING			X
INTERCOM			X
<b>OTHER REQUIREMENTS</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY HELP	X		
APPLY CPR/FIRST AID			X
LEAD FIELD TRIPS			
COMMUNICATE DATA		X	
PREPARE REPORTS	X		
VISUAL ACUITY: NEAR			X
VISUAL ACUITY: FAR			X
COLOR DISCRIMINATION			X
SPEAK CLEARLY			X
HEAR CLEARLY			X
MANUAL DEXTERITY			X
EYE/HAND COORDINATION			X
DRIVING			

Date job description last reviewed: 12/14/2023

Reviewed by: SEtchison