

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### SECRETARY, HIGH SCHOOL

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years related progressively responsible experience.
- (3) Must be able to type fifty (50) correct words per minute.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Skill in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Extensive knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, parents, school personnel and the public. Ability to efficiently and effectively manage multiple tasks in stressful situations.

**REPORTS TO:**

Principal

<p><b>JOB GOAL</b></p> <p>To assure the smooth and efficient operation of the school office so there will be a maximum positive impact on the students.</p>
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**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

**SECRETARY, HIGH SCHOOL (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Prepare and type a variety of correspondence, records, reports, newsletters, bulletins and programs.
- \* (2) Input free and reduced lunch information and process the information as required.
- \* (3) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- \* (4) Obtain substitute teachers.
- \* (5) Maintain school records and files as required.
- \* (6) Provide bookkeeping services for the school budget as required.
- \* (7) Prepare ticket boxes and ticket reports for all athletic and other events as required.
- \* (8) Provide all bookkeeping services for the internal accounts of the school.

**Employee Qualities / Responsibilities**

- \* (9) Carry out assignments to completion with little or no supervision.
- \* (10) Maintain a courteous and professional manner.
- \* (11) Maintain confidentiality.
- \* (12) Use positive, effective interpersonal communication skills.
- \* (13) Submit accurate reports in a timely manner and maintain all appropriate records.
- \* (14) Adhere to high standards of punctuality and regular attendance.

**System Support**

- \* (15) Distribute all incoming and outgoing mail.
- \* (16) Receive and route incoming calls.
- \* (17) Coordinate the clerical work of the administrative office of the school as directed by the Principal.
- \* (18) Provide copying service for the staff as directed by the Principal.
- \* (19) Provide notes documenting the content of faculty meetings.
- \* (20) Assist in training and supervising any clerical personnel as directed by the Principal.
- (21) Perform other duties as assigned.

\*Essential Performance Responsibilities