

## **Job Description: School Secretary – 12 Months**



**Position Title:** School Secretary - 12 months

**Salary Grade:**

**Pay Grade:**

**Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

**Custom Job Purpose:**

This position exists to perform responsible clerical work which also involves a variety of secretarial duties in a school.

**Essential Functions of this Job:**

Compiles and types of school attendance reports or other material from copy, rough draft, or general instructions. Types and processes students' registration, absentee lists, tardy slips, etc. Types form letters and other routine correspondence based on information from records and files. Prepares reports, narratives, and statistical tabulations. Operates office copy machines. Processes purchase and work orders. Registers and withdraws students. Process documents requiring various procedural knowledge. Maintains files. Reviews documents for sufficiency, obtain necessary signatures and routes appropriately, and maintain follow-up. Provides information

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and assistance to students and the public, in person or by telephone, applying significant knowledge of school rules, regulations, and procedures to interpretations made. Performs receptionist duties. May serve as secretary to the principal or assistant principal, arranging appointments, taking calls, answering inquiries, and composing routine correspondence independently. Receives deposits, and disburses monies. Maintains internal accounts and prepares financial reports. Maintains attendance records and prepared time records and prepares payrolls. Prepares requisitions for supplies and related reports. May maintain property records. May take dictation and transcribe in a finished format.

### **Non-Essential Functions of this Job:**

Performs other duties as assigned.

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

Knowledge of the operation and program of the school. Knowledge of office practices and procedures, grammar, spelling, and business correspondence. Knowledge of bookkeeping procedures. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, school personnel, and the public. Ability to type at a prescribed rate of speed. Bilingual/biliterate preferred.

### **Education, Experience, and Certification/License Requirements:**

Graduation from an accredited high school or completion of GED, clerical, and secretarial office experience, or an equivalent combination of training and experience.

### **Work Context:**

Requires being active, sitting, standing, walking, and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires work with both internal and external contacts, and with the public.

### **Physical Environment:**

Requires working indoors in environmentally controlled conditions. Requires being active most of the day, and the ability to lift, carry, move, and position objects infrequently weighing up to 20 pounds.

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**Local Code:**

**EEO5:**

**Approval Date:**

**Date Last Revised: 5/9/22**