



# Mobile County PUBLIC SCHOOLS

## Job Description Title – SCHOOL SECRETARY

**SUPERVISED BY/REPORTS TO:** Principal or his/her designee

**FLSA Designation:** Non-exempt

### QUALIFICATIONS:

- Must be a high school graduate from a regionally accredited school with a high school transcript or have GED equivalent and evidence of computer experience on application to be considered for the position.
- Secretarial, clerical, and/or bookkeeping training preferred.
- Must be computer knowledgeable with expertise in Windows, Microsoft Office Programs: Excel, Word, Access, or other comparable or similar software.
- Must take an Office Basic Skills Test.
- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Good general health, clean in attire and professional in appearance.
- Ability to understand and follow oral and written instructions.
- Ability to be punctual and maintain regular attendance.

### PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is frequently required to sit, walk or stand for possible long periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, bending, kneeling, crouching and overall mobility to perform job responsibilities.
- The employee must be able to hear and speak to exchange information in person, on the telephone or office intercom.

### PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

1. Ability and willingness to work in a highly demanding, stressful environment.
2. Serve as secretary in support of assigned administrative functions; receive, screen and route telephone calls; take, retrieve, and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events.
3. Receive visitors, including administrators, staff, students, parents and the public; provide assistance or direct to appropriate staff; respond to inquiries and provide information and assistance related to school operations, activities, standards, requirements, timelines, policies and procedures.

4. Compile information and prepare and maintain a variety of records, logs, files and reports related to students, financial activity, attendance, enrollment, budgets and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.
5. Compose, independently or from oral instructions, note or rough draft, a variety of materials such as interoffice communications, forms, letters, memoranda, fliers, bulletins, agenda items, requests, work orders and other materials.
6. Input and update a variety of data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, and generate various computerized lists, documents and reports; assure accuracy of input and output data.
7. Communicate with District staff, students, parents, outside organizations and the public to exchange information and resolve issues or concerns; request, verify and provide documents and information as needed.
8. Operate a variety of office equipment such as a calculator, copier, fax machine, paper folding machine, computer and assigned software.
9. Maintain and update appointment and activity calendars and schedules; assist with coordinating, reserving, and arranging facilities (rooms) and equipment for meetings and special events as needed.
10. Assists with processing progress reports, reports cards and transcripts as needed; assist with maintaining and updating master schedule information as needed.
11. Receive, sort and distribute mail as assigned; prepare and distribute informational packets and bulk mailings.
12. May process conference requests and related paperwork and arrange travel reservations for assigned personnel.
13. Provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provide written translation and interpretation of correspondence, letters, reports and other materials as required.
14. Maintains appropriate confidentiality regarding school/workplace matters.
15. Attends all required training meetings and workshops.
16. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
17. Reports absences and takes leave in accordance with Board policies and procedures.
18. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
19. Works well with all administrators, teachers, and other members of the team using good interpersonal skills, using tact, patience and courtesy.
20. Responsibilities listed here may differ according to the individual school office personnel and needs of the school community.
21. Performs other duties assigned by supervisor, administrator, or principal.

**OTHER DUTIES:**

- May serve as backup for the Registrar, Bookkeeper, Attendance Clerk or First Aid paraprofessional.
- Responsible for front counter duties such as early dismissals, tardies, and assists visitors at the school. Requires proper identification for parents and visitors.
- May maintain the calendar for principal.

- Maintains personnel and other assigned files.
- Enters information on the computer.
- Assists students with first aid and maintains first aid log.
- Assists with the registration process as needed.

**LANGUAGE SKILLS:**

Ability to read and interpret documents including safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**OTHER REQUIRED SKILLS and ABILITIES:**

- Ability to work in a friendly manner with co-workers and students.
- Ability to manage students who might be in the office area.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Works in an office environment.
- Faces constant interruptions.
- May have to deal with sick students.
- Must be able to multi-task.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Building Principal or his/her designee.

**TERMS OF EMPLOYMENT**

Middle School positions are 10-months (202 days). High school positions are 12-months (260 days). All positions are 8 hours per day. Daily work schedule will be determined by the Principal or his/her designee. The employee receives a 30-minute break (off the clock) and two 15-minute breaks, one prior to Lunch and one after Lunch. The supervisor may elect for the employee to have a full hour for lunch. When that occurs, the employee is not eligible for the two 15-minute breaks. Work schedules are subject to change.

**SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.