



## **JOB DESCRIPTION – School Secretary**

### **JOB GOAL:**

Support efficient school conditions through the effective performance of the position's duties and responsibilities.

### **QUALIFICATIONS:**

1. High School Diploma or equivalent in business/clerical training.
2. Type thirty-five (35) words per a minute and able to use computer proficiently.
3. Prior experience is preferred but not required.
4. Must provide written references upon request from the Superintendent.

### **REPORTS TO:**

Principal and/or Assistant Principal

### **SUPERVISES:**

N/A

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Proficient in operation and use of a computer.
2. Working knowledge of basic office procedures and the operation of office machines and equipment.
3. Knowledge of the operation and programs of the school system.
4. Ability to proficiently draft correspondence with correct grammar, spelling, and punctuation.
5. Ability to exercise independent judgment.
6. Ability to deal effectively and courteously with students, parents, school personnel, and the public.
7. Ability to efficiently and effectively multi-task in stressful situations.

### **PERFORMANCE RESPONSIBILITIES:**

#### Service Delivery

1. Positively interact with guests/visitors, answer routine questions, and refer them to appropriate contact.
2. Answer the telephone, respond to routine inquiries and route messages, as appropriate.
3. Prepare and type a variety of correspondence, records, reports, newsletters, bulletins, and programs.
4. Duplicate, assemble, and distribute documents as needed.
5. Maintain school records and files, and input student /personnel data into the compute as required.
6. Monitor students in office area.
7. Prepare and compile payroll reports, prepare personnel action requests, and maintain files.
8. Obtain substitute teachers as needed.
9. Prepare ticket boxes and ticket reports for all athletic and other events as required.
10. Provide all bookkeeping services for the internal accounts of the school.
11. Perform financial duties required by the activities and functions of the school, including initiating, and processing requisitions, assisting in preparation and maintenance of budget and other assigned projects.
12. Obtain, assemble, and organize pertinent data into usable form for local, state, and federal audits.
13. Assist school nurse or data entry operator when necessary.

Effective: July 2022

### Inter- / Intra- Agency Communication and Delivery

14. Answer the telephone in a courteous and professional manner.
15. Distribute all incoming and outgoing mail.
16. Receive and route incoming calls.
17. Post notices of importance / interest to school personnel, students and public.
18. Communicate effectively with the public, students, staff, and administration.
19. Respond to inquiries and concerns in a timely manner.
20. Maintain emergency information on students and staff as required.
21. Keep supervisor informed of potential problems or unusual events.

### Employee Qualities / Responsibilities

24. Demonstrate initiative in the performance of assigned responsibilities.
25. Provide for a safe and secure workplace.
26. Model and maintain high ethical standards.
27. Maintain confidentiality regarding school matters.
28. Participate in workshops and professional learning as required.

### System Support

24. Provide clerical assistance to staff as directed by supervisor.
25. Assist with inventory as needed.
26. Prepare all required reports and maintain all appropriate records.
27. Follow all School Board policies and school policies and procedures.
28. Exhibit the interpersonal skills necessary as an effective team member.
29. Demonstrate support for the School District and its goals and priorities.
30. Perform other incidental tasks consistent with the goals and objectives of this position.

### **OTHER DUTIES & RESPONSIBILITIES:**

1. Be clean, neat, and professionally dressed.
2. Consistently maintain regular punctual attendance and timely completion of assigned duties; work assigned contract and extended days; and use of sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporates, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

### **PHYSICAL REQUIREMENTS:**

1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed to move objects.
2. May be medium or heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects.

### **TERMS OF EMPLOYMENT:**

1. Salary and benefits shall be paid consistent with District's approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

**ENVIRONMENTAL DEMANDS:**

1. Possible exposure to a variety of childhood and adult illnesses.
2. Possible occasional exposure to a variety of weather conditions, including wet and/or humid ones; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Possible exposure to buildings in which a variety of chemicals are used for cleaning, instruction and/or operation of equipment.
5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the District’s policy.

**ACKNOWLEDGMENT:**

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
**Employee’s Name (Print)**

\_\_\_\_\_  
**Employee’s Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor’s Name (Print)**

\_\_\_\_\_  
**Supervisor’s Signature**

\_\_\_\_\_  
**Date**

SCHOOL BOARD APPROVED: April 12, 2022