

**Job Title:** Secretary – High School  
**Department:** Assigned School  
**Reports To:** Principal  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 08



### **SUMMARY**

Under general supervision, performs secretarial work in a public school setting. Responsibilities include, but not limited to, varied office clerical tasks, contact with students, parents, and others, and exercising considerable independence and judgement in performing their tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Answers and screens telephone calls to provide information, take messages, or transfer calls.

Greets visitors and directs visitor to appropriate area or person.

Maintains calendar of school events.

Provides assistance to PTA, school store, and student council.

Sets interview appointments for referred teaching and clerical applicants.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence when needed.

Reviews and updates office procedures, while providing training for other office staff.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Designs and organizes filing systems; acts as custodian of records.

Assists students, as necessary, with emergency, medical, hygienic, and illness issues by reviewing and following medical record information, administering minor first aid, and contacting parents or professional medical personnel.

Responsible for student services such as, but not limited to, locker assignment, bus passes, student ID cards, and organization of graduation activities.

Accepts and deposits funds for lunches, school supplies, and student activities.

Disburses funds, records financial transactions, and audits and balances student organization and other school fund accounts.

Maintains and prepares information needed for budget purposes.

Monitors, arranges and records travel schedules and reservations; arranging complex and detailed travel plans and itineraries, compiles documents for travel-related meetings.

Orders and maintains supplies, and arranges for equipment maintenance.

Performs minor maintenance and repair of office machines and copiers.

In the absence of the principal, under his/her administrative direction, monitors school programs and activities.

Monitors and records student restitution progress.

Obtains student information by calling other schools, professional agencies, and parents.

Talks with student encountering problem and resolves problem or directs student to other worker.

Studies new regulations and applies them in preparing reports and maintaining records.

Creates and maintains database and spreadsheet files.

Updates computer data files with a wide variety of student information.

Collects and maintains student attendance records and reports; updates attendance data; confers with parents, administrators, and teachers about attendance issues.

Prepares, consolidates, submits and maintains employee time and attendance records .

Monitors and updates substitute teacher database, ensuring proper documentation of absence information.

Compiles and files student grade reports and other school records.

Composes or transcribes from rough draft correspondence, bulletins, memorandums, and other material.

Maintains records and reports school statistical minority information in accordance with applicable State and Federal laws.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations.

**EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>Human Resources Department</b>		Date: <b>2/14/2005</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>2/23/2005</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>6/13/2013</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>12/07/2016</b>
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	