

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Head Secretary – Junior High School

Pay Table: Support

Pay Grade: 9

FLSA Status: Non-Exempt

Job Code: 512

Reports to: Principal

JOB SUMMARY

Under the general supervision of the Principal, the Head Secretary – Junior High School manages the school office and coordinates office functions, providing principal secretarial/clerical support for the school staff and administrators.

ESSENTIAL JOB FUNCTIONS

- Manages the office and coordinates office responsibilities. Trains and supervises student office assistants. Conducts employee evaluations.
- Provides secretarial support for the principal and staff. Composes and types correspondence. Schedules appointments. Prepares bulletins, newsletters, bulk mailings, etc. Distributes U.S. and district mail and E-mail. Submits building maintenance requests and work orders.
- Ensures that all classes are covered and that substitute teachers are called when needed. Distributes keys to faculty and to substitutes.
- Assists with the preparation of the teachers' master schedule and updates as needed.
- Ensures all computer input of student registration requests and may assist with schedule changes throughout the school year. Prints, and distributes report cards; maintains records of grades on computer; and makes corrections as requested by teachers. Types and distributes honor roll cards each term.
- Inputs and updates all student and guardian information on the district computer system.
- Processes personnel action requests on the computer.
- Answers and directs incoming telephone calls and takes messages for faculty, staff, administration, and students. Assists parents, visitors, students, and salespeople as their first contact with the school.
- Processes financial transactions and maintains financial records. Processes accounts payable and accounts receivable transactions. Oversees purchase cards and card reconciliation.
- Pays bills from internal accounts.
- Maintains student fine lists and clears fines when paid. Maintains and tracks past

due accounts. Collects registration fees and handles fee waivers and delayed payments. Collects and receipts money for all school organizations.

- Balances the cash drawer daily and balances the books monthly. Handles banking, including daily deposits for the office, transfer of monies, etc. Manages accounts and maintains financial records.
- Assists in recommending budget allocation and in managing budget.
- Is responsible for payroll for all personnel. Distributes checks and resolves payroll problems.
- Maintains daily computer records of faculty and staff absences and hours worked by substitutes.
- Assists teachers, staff and administration with supply and other requests; processes purchase orders and warehouse requisitions; receives and distributes supplies and equipment; maintains inventory of supplies, books and equipment.
- Is responsible for the registration process at the beginning of the school year and throughout the year. Contacts registered students not attending; withdraws students; etc.
- Responsible for special projects and reports required by the district (i.e., federal cards, geographical codes, fee waivers, busing codes, immunization records).
- May maintain student attendance records: keeping a check-in/out book listing all students arriving late or leaving early; writing admits to class; attempting to contact absent student's guardian by phone; entering reasons for absences into the computer system on a daily basis; sending out truancy/suspension notices and attendance letters; hand posting corrections for teachers' errors on student attendance records; and producing copies of the attendance records when requested by parents, police, social services, etc.
- Administers first aid to students or provides other assistance as needed. Dispenses medication as ordered by a doctor or parent. Attends to students' allergy needs.
- Maintains school calendar and coordinates school activities.
- May be required to maintain special education records on the computer.
- Assists in the scheduling of building rentals.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience, some college-level coursework preferred.
- One (1) year of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Secretarial skills, including typing ability.
- Computer skills, including word processing and spreadsheet programs.
- Some knowledge of bookkeeping and accounting.
- Ability to accept payments and prepare purchase orders.
- Ability to manage inventory and property.
- Ability to make budget recommendations and manage the budget.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform

the essential job functions: crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.