

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 – High School
Pay Table: Support
Pay Grade: 10
FLSA Status: Non-Exempt
Job Code: 513
Reports to: Principal

JOB SUMMARY

Under the direction of the Principal, the Head Secretary – High School manages the school office and provides secretarial support for faculty and administrators; is responsible for school accounting, financial records and purchasing; and supervises office personnel and procedures.

ESSENTIAL JOB FUNCTIONS

- Supervises the daily functions of the main office, coordinating and distributing the work load as needed. Trains, supervises and evaluates secretarial staff and student office aides. Interviews and selects student aides.
- Provides secretarial support for the principal and vice principals (i.e. handling correspondence and filing, scheduling appointments, arranging meetings and taking minutes, and performing any other assigned tasks).
- Supervises monthly secretary meetings. Performs secretary evaluations and trainings.
- Assists in providing general secretarial support and supervision for the office.
- Operates word processor and copies materials (forms, bulletins, reports, etc.).
- Sorts and distributes U.S. and district mail, UPS shipments, etc.
- Processes personnel action requests on the computer.
- Processes work orders and building maintenance requests.
- Completes and submits transportation requests.
- Completes accident reports.
- Compiles data on projected enrollment and class size, federal cards, geographical codes, athletic eligibility, etc.
- Enters student information into computer.
- Updates faculty manuals and student policy manuals yearly and prepares course catalog/listing.
- Coordinates student registration.
- Prepares registration materials, including insurance forms, fee waivers, etc. Is responsible for preparing registration information packets and distributing to each student.

- Coordinates and oversees school registration process.
- Enters registration information into the computer and generates schedules for new students.
- Assists in enrolling new students throughout the school year (i.e. explaining programs, giving instructions for registration and class selection, verifying forms for accuracy and completeness, accepting fees and issuing activity cards, etc.).
- Processes financial transactions and maintains financial records.
- Compiles and submits school payrolls.
- Maintains school budget, pays bills, issues checks and prepares monthly financial reports.
- Balances daily bank deposits.
- Oversees purchase cards and processes card transactions and records.
- Provides monthly accounting to department heads and organization advisors. Runs reports and answers questions about accounts.
- Records school fees due and periodically sends statements. Also processes fee waivers and fee delays.
- Manages student fines, updates list on computer, and distributes copies to the faculty.
- Processes student refunds.
- Finalizes yearly accounting, reviewing accounts with the principal and processing requested transfers.
- Collects, verifies and deposits monies received at school athletic events, dances, concerts, and drama productions.
- Processes purchase orders and requests. Receives textbooks, supplies and equipment, entering the information onto the computer and disbursing supplies to department heads.
- Performs the duties of other office secretaries in their absence or when working alone during the summer.
- Assists students in obtaining appropriate first aid treatment.
- Administers medication to students; Trained to perform certain medical needs, i.e. Epi-pens, Narcon, AED's, monitoring diabetic levels, etc.
- May compile and update the substitute teacher list and is responsible for obtaining a substitute when the teacher is unable to do so. (These phone calls usually must be made from the head secretary's home.) Provides instructions for the substitute and prepares the substitute payroll.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- Five (5) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Typing proficiency.
- Computer proficiency, including word processing and spreadsheet programs.
- Ability to operate office equipment, including a computerized cash drawer or cash register, fax machine, copier, ten-key and calculator, etc.
- Basic knowledge of payroll and accounting (debits, credits, journal entries, inventory control, etc.).
- General secretarial skills.

- 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, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, 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.