

Oak Grove School District

JOB TITLE: SCHOOL SECRETARY

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To coordinate and perform responsible clerical and secretarial duties at a school site relieving principal and staff of routine administrative and office management duties. Employees in this classification receive limited supervision from a school administrator within a framework of policies and procedures. Employees in this classification may oversee and coordinate the work of others. This job class exercises initiative and independent judgment in choosing among alternative courses of action to solve routine procedural problems.

TYPICAL DUTIES

- Interviews office visitors and telephone callers and either answers questions concerning the school's courses activities, and programs; refers persons to another source of information; or schedules an appointment with the school administrator.
- Types letters, reports, purchase orders, forms, newsletters, directories, bulletins, and memoranda, including materials of a confidential nature
- Composes independently, or from oral instructions, letters requesting or giving information or dealing with routine matters not involving policy questions
- Registers new students, issues transfers, and maintains student records
- Assists in scheduling and coordinating school and community activities utilizing school facilities
- Telephones and confers with parents regarding pupils' absences and other matters of student welfare
- Posts, or assists in posting, student attendance records and in preparing regular reports of attendance for District Office; may prepare class lists and enrollment reports
- Receives, opens and routes mail
- Orders, receives, stores, and distributes forms and supplies
- Establishes record-keeping systems for a variety of functions such as attendance, petty cash, substitute logs, payroll, facilities requests, etc.
- Receives and accounts for funds for authorized drives, insurance, books, student class supplies and activities
- Assists teachers with typing and the use of office machines
- Coordinates and oversees the work of office/clerical staff, volunteers, and noon-duty aides
- Trains and supervises student aides
- Orients substitute teachers, aides, and other staff members as necessary; providing proper forms, materials, and pertinent information
- Assists ill or injured students as necessary; providing first aid, telephoning parents, and/or contacting appropriate persons in case of emergency
- Assists in programming and developing class lists as necessary
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of proper office methods and procedures including telephone and receptionist techniques, correct letter and report writing
- Knowledge of proper English grammar, usage, spelling, and punctuation
- Knowledge of basic office software programs; ability to learn district adopted software
- Possess current CPR & First-Aid Certification
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to type accurately at 50 words per minute from clear copy
- Skill to establish and maintain a wide variety of efficient record keeping and filing systems
- Skill to gather data and prepare reports
- Skill to perform basic arithmetical calculations accurately
- Skill to operate standard office machines and equipment
- Skill to analyze situations and take appropriate action regarding procedural matters without immediate supervision
- Skill to communicate tactfully and effectively in both oral and written form
- Skill to effectively coordinate activities and detail and maintain schedules of events
- Skill to deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Skill to operate personal computer