

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - HIGH SCHOOL BUILDING/ATHLETIC SECRETARY

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of three years of secretarial experience.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Proficiency in computer operation and competence with related software.

Strong interpersonal skills, including excellent written and verbal communication skills.

Ability to multi-task and work as a team member.

DUTIES AND RESPONSIBILITIES OF HIGH SCHOOL BUILDING SECRETARY

Be directly responsible to the High School Principal for the completion of all appropriately assigned duties.

Handle information with professionalism, discretion, and confidentially.

Act as goodwill ambassador for the High School through positive interactions with students, staff, parents, and the public.

Cross train on job functions of Receptionist, Attendance Secretary, and Principals' Secretary Duties.

Prepare student materials for the beginning of the school year.

Schedule all High School events on the District event scheduling system.

Issue Pennsylvania Student Working Permits for the District.

Complete all field trip permission slips and bus requests.

Stock all forms, as needed.

Create weekly calendar for daily bulletin.

Operate the building photocopier, ordering supplies and securing service technicians, as needed.

Distribute all incoming and outgoing mail and packages.

Register late students, early dismissals, and/or detentions for tardiness, as needed and on appropriate reports.

Call into classrooms to get students to the Main Office for investigations, positive referrals, or discipline issues as requested by the Principal/Assistant Principals.

Coordinate the sale of tickets for the musical and fall play.

Complete the key distribution process for all staff members, including receiving the request, securing the key, attaining staff member signature for the acceptance of a key, collection of all keys, and repositioning of keys on the key cabinet grid.

Inform students of financial obligations at end of each semester, maintain a collection chart of the status of all outstanding obligations, complete a receipt for each transaction, and send the deposit of the collected monies to the appointed Business Office manager.

Discharge all other assignments properly delegated by the High School Principal.

DUTIES AND RESPONSIBILITIES OF ATHLETIC SECRETARY

Be directly responsible to the Athletic Director for the completion of all appropriately assigned duties.

Handle information with professionalism, discretion, and confidentiality.

Act as goodwill representative for the Athletic Department through positive interactions with students, staff, parents, and the public.

Assist the Athletic Director in scheduling all sporting events on the District event planner and other athletic planners.

Coordinate keys for sporting events.

Send officials' contracts, write disbursement vouchers, and mail checks as needed.

Notify officials of rescheduled dates due to inclement weather.

Notify officials and transportation companies as needed.

Contact participating schools to confirm sporting events.

Discharge all other assignments properly delegated by the Athletic Director.

EVALUATION

Evaluation will be conducted annually by the High School Principal, in coordination with the Athletic Director, in the areas of skill preparation, job performance, and interpersonal skills.

Approved by Board of School Directors 02/07/11