

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: School Secretary I (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS

1. U. S. Citizen or authorized alien
2. High School Diploma
3. Ability to type at least 40 words per minute and take dictation
4. General Bookkeeping Knowledge
5. Two (2) years experience in which clerical work was the major duty
6. Ability to maintain working relationships with those contacted in the performance of duties, to include all other employees

REPORTS TO: School Principal

JOB SUMMARY:

Job summary performs secretarial work which involves moderate responsibility for ensuring the smooth flow of correspondence and attention to administrative action matters in office operations with considerable supervision by the administrator. Work is performed in accordance with accepted standards and techniques for secretarial assignments and with strict confidentiality. Secretarial routines and practices are associated with an efficient, productive and well-managed school.

ESSENTIAL JOB FUNCTIONS:

1. Receives and verifies incoming shipments of merchandise (other than cafeteria).
2. Drafts letters for the Principal.
3. Distributes mail to proper sources.
4. Takes dictation and transcribes office correspondence and memoranda.
5. Maintains a regular filing system, as well as confidential administrative files.
6. Operates office machines.
7. Schedules meetings and conferences with Principal when necessary.
8. Assists with obtaining transportation for field trips as applicable.
9. Enters and deletes information applicable for computer use.
10. Gives information and answers complaints relating to the school; refers calls to proper person, or if necessary, arranges appointments with Principal.
11. Coordinates obtaining of substitutes when necessary.
12. Organizes office, schedules work and supervises other clerical employees for optimum efficiency.
13. Collects monies for lost or damaged books.
14. Distributes textbooks as applicable.
15. Maintains, prepares and sends transcripts of students' cumulative records.
16. Registers new students.
17. Prepares required forms for students withdrawal.
18. Prepares required information and reports concerning students who have been suspended.
19. Prepares monthly activity calendar.
20. Prepares monthly lunch menu list.
21. Prepares cumulative card and census card on each new student.
22. Sends for transcripts from other schools.
23. Is responsible for the presentation of each new students birth certificate and health record.

ADDITIONAL DUTIES:

1. Assists school clerical staff as required
2. Acts as school receptionist.
3. Assists nurse with obtaining immunization records on each student.
4. It is understood that when there is only one school secretary at a school, that individuals duties may include some of those as listed for School Clerk and School Secretary II.
5. Supervision may be exercised over a few employees assisting with routine details.
6. Performs other duties assigned by principal.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing-.
3. Must tolerate constant periods of sitting throughout the shift
4. Must tolerate frequent periods of walking throughout the shift.
5. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs
8. Must be able to handle numerous duties:
 - A. Fine Motor Skills
 - B. Grasping
 - 1) Typing
 - 1) Manuals
 - 2) Copying
 - 2) Boxes
 - 3) Adding machine
 - 3) Journals
 - 4) Computer
 - 5) Filing
 - 6) Binding
 - 7) Writing out forms

TERMS OF EMPLOYMENT: Ten (10) months per year; salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Dept

Copy - School

Copy - Employee