

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**  
**Job Description**

**TITLE:** SCHOOL SECRETARY II (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. Three (3) years experience in which clerical work was the major duty for at least two (2) years.
6. Ability to maintain cooperative working relationships with those contacted in the performance of duties, to include all other employees.

**REPORTS TO:** School Principal

**JOB SUMMARY:**

Performs secretarial work involving the smooth flow of correspondence and attention to administrative action matters in office operations. Work is performed in accordance with accepted standards and techniques for secretarial assignments and with strict confidentiality. Incumbents in this position perform assigned duties with minimal supervision from the administrator. Secretarial routines and practices are associated with an efficient, productive and well managed school.

**ESSENTIAL JOB FUNCTIONS:**

1. Secretary to the Principal.
2. Receives, records and accounts for all school monies.
3. Remits payment for school invoices.
4. Reconciles bank statements with journal entries.
5. Maintains accurate records of budget and inventories for supplies and equipment.
6. Prepares financial statements, schedules, and ledgers for school.
7. Assists school clerical staff as required.
8. Receives and verifies all incoming shipments of merchandise (other than cafeteria).
9. Makes bank deposits.
10. Drafts letters for the Principal.
11. Distributes mail to the proper sources.
12. Takes dictation and transcribes office correspondence and memoranda.
13. Maintains a regular filing system, as well as confidential administrative files.
14. Operates office machines.
15. Schedules meetings and conferences with Principal when necessary.
16. Assists with obtaining transportation for field trips as applicable.
17. Enter or deletes information applicable for computer use.
18. Acts as school receptionist.
19. Gives information and answers complaints relating to the school, refers caller to the proper source, or if necessary, arranges an appointment with the Principal.
20. Coordinates obtaining of substitutes when necessary.
21. Organizes office, schedules work and supervises other clerical employees for optimum efficiency.
22. Collects money for lost or damaged books.
23. Distributes textbooks as applicable.
24. Maintains, prepares and sends transcripts of students' cumulative record.
25. Registers new students.
26. Prepares required forms for student withdrawal.
27. Prepares required information and reports concerning students who have been suspended.
28. Prepares and types purchase orders as required. -
29. Verifies invoices and presents them to the Principal for approval for payment.
30. Makes personnel folders on new employees.
31. Keeps attendance records on each student.
32. Keeps daily record of teacher absentee and substitutes filling each position for monthly absentee report.
33. Keeps accurate drop list for Covington Census Office and sends such record monthly.
34. Maintains free and reduced lunch list, drops or changes as applicable.
35. Prepares student handbook for distribution (types, prints, collates, folds, etc.).
36. Handles all student insurance claims, etc.
37. Prepares teacher information bulletins as necessary.
38. Prepares parent information bulletins as applicable (PTA, etc.).
39. Prepares honor roll lists for publication each nine weeks.
40. Prepares cumulative cards and census cards on each new student
41. Maintains birth certificate numbers and health records on each student and excludes them from school when necessary.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Supervision may be exercised over a few employees assisting with routine details.
2. Performs all duties as 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 1) Typing 2) Copying 3) Adding Machine 4) Computer 5) Filing 6) Binding 7) Writing out forms
  - B. Grasping 1) Manuals 2) Boxes 3) Journals

**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, organization-al 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**