



FRANCIS HOWELL SCHOOL DISTRICT - JOB DESCRIPTION
SUSBSITUTE SECRETARY

Location:

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Central Admin. | <input checked="" type="checkbox"/> Annex | <input type="checkbox"/> Burbes Bldg. | |
| <input checked="" type="checkbox"/> Becky-David EL | <input checked="" type="checkbox"/> Castlio EL | <input checked="" type="checkbox"/> Central EL | <input checked="" type="checkbox"/> Daniel Boone EL |
| <input checked="" type="checkbox"/> Fairmont EL | <input checked="" type="checkbox"/> Harvest Ridge EL | <input checked="" type="checkbox"/> Henderson EL | <input checked="" type="checkbox"/> Independence EL |
| <input checked="" type="checkbox"/> J. Weldon EL | <input checked="" type="checkbox"/> Warren EL | <input checked="" type="checkbox"/> Barnwell MS | <input checked="" type="checkbox"/> ME Bryan MS |
| <input checked="" type="checkbox"/> FHMS | <input checked="" type="checkbox"/> Hollenbeck MS | <input checked="" type="checkbox"/> Saeger MS | <input checked="" type="checkbox"/> FHCHS |
| <input checked="" type="checkbox"/> FHHS | <input checked="" type="checkbox"/> FHNHS | <input checked="" type="checkbox"/> FH Union | <input checked="" type="checkbox"/> Heritage |
| <input checked="" type="checkbox"/> EC FEC-Hackmann | <input checked="" type="checkbox"/> EC FEC-Central | <input checked="" type="checkbox"/> EC FEC Meadows Pkwy | |

Date (Original): 9/8/2003 Date (Revised): 10/29/08

Reports to (Title): Site Administrator

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|--|--|-----------------------|
| To be completed by Human Resources: FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | | EEO Category: ____ |
| Organization Title: SUBSTITUTE SECRETARY | | Pay Grade: ____ |
| Position Description SHORT: XX OFFICE SECY | | Job Code: Elem.: ____ |

JOB SUMMARY/PURPOSE: Supports the work of the Site Administrative Team

MINIMUM QUALIFICATIONS: High school diploma or an equivalent combination of experience and training which would provide the required knowledge, skills, and abilities.

Knowledge/Skills – Must meet the District clerical testing with a requirement typing score of 35 NWPM.

Experience - Experience with word-processing, spreadsheets and customer service (preferred).

DUTIES/RESPONSIBILITIES:

1. Provides secretarial services to the site administrative team.

Examples of Work Performed:

- A. Types and copies a variety of correspondence/reports/worksheets for principals and teachers.
- B. Types discipline letters, updates, and maintains student discipline files, if needed.
- C. Assists office staff, parents and students on a daily basis with a wide-range of requests/information.

2. Performs various duties related to the functioning of the school office.

Examples of Work Performed:

- A. Answers phones, screens calls, provides general information, and refers questions to proper source or take messages.
- B. Sorts and distributes outgoing/incoming mail.

DUTIES/RESPONSIBILITIES: (continued)

- C. Collects daily attendance sheets to add absentees to daily bulletin and consolidates daily lunch totals for food service.
- D. Assists with students checking in and out of school due to late arrivals and early releases/dismissals.
- E. Assists teachers, parents and students with daily dismissal. Ensuring that all students get to their correct location (i.e. Vacation Station, parent pick-up, Scouts, various clubs). Check guardians' IDs guaranteeing students' safety.

PHYSICAL DEMANDS: (also see Physical Demands Checklist, attached)

While performing the duties of this position, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch and to lift up to 35 pounds. Specific vision abilities required include close vision, distance vision, the ability to adjust and focus and depth perception. The employee must independently transport him/herself to the job site as well as other sites in the District. Specific auditory abilities required include normal conversation, phone conversation and ability to isolate voices in multiple conversations.

WORK ENVIRONMENT / CONDITIONS: The work setting involves performance in a school office environment with various levels of staff and students. The accomplishment of tasks is often interrupted by persons with special and/or immediate needs. Work conditions feature frequent demands to address conditions, problems, and conflicts that involve students, staff, and parents with diverse backgrounds and needs.

EQUIPMENT / TOOLS/ MATERIALS USED: Personal computer, fax, copier, phone, 10 key calculator

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

None

TERMS OF EMPLOYMENT: Acceptance of daily assignments.

Prepared by: Kathie Atchison

Approved by: David A, Kuhar

Job Title: Subfinder Specialist

Job Title: Dir. Human Resources, Non-Cert Personnel

The statements contained within this document are not to be construed as an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technological changes). This job description does not create an employment contract.