

ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION

RECORDS SECRETARY MENTOR/FLOATER

POSITION: Records Secretary Mentor/Floater

REPORTS TO: Director of Student Services/Assessment & Accountability Officer

LOCATION: Central Office & Various School Sites

NATURE OF WORK:

This highly skilled position requires extensive knowledge of Records and Registration procedures, attendance, mark reporting, scheduling, discipline and extensive experience with eSchoolPLUS.

This position will be responsible for providing training to all new school based secretarial staff who will be responsible for student registration, attendance, discipline and reporting. This unique position will also serve as a mentor to all school-based secretaries for student records compliance and applications support. This position will be expected to have the capacity to go from school to school as needed to provide assistance for school-based needs related to registration and attendance and to assist in a temporary capacity with secretarial vacancies in the short term. The work is performed under the direction of the Director of Student Services/Assessment & Accountability Officer, as well as the school principal.

ESSENTIAL FUNCTIONS:

- Serves as a mentor to all school-based secretaries for student records compliance and training;
- Provides application support to school-based secretaries in all areas of student records and registration
- Serves as an Application Support Specialist/Trainer to provide support and training for eSchoolPLUS, Records & Registration, Online Enrollment, Special Programs, Impact Aid.
- Maintains a positive working relationship with other staff, parents, students, and the community while handling the demands of working in an office setting;
- Uses office machines, computers, telephones, and other means as required to complete assigned tasks and responsibilities;
- Answers telephone and various inquiries from students, parents, staff, and the community.
- Prepares and maintains student records and various related reports; verifies student information and files appropriate reports such as Monthly Student Attendance Reports and Monthly Suspension Reports
- Registers new students and requests prior school records, withdraws transferring pupils and forwards permanent school records;
- Reports to work daily and on time;
- Maintains a clean driving record and be able and willing to travel between central administration and various school and office sites;
- Maintains integrity and confidentiality;

- Works under a minimum amount of supervision; and
- Communicates effectively, orally, and in writing;

DUTIES AND RESPONSIBILITIES:

- Types and distributes correspondence, bulletins, notices, newsletters, surveys, agendas, lists, menus, etc. as required and maintains appropriate files;
- Provides secretarial training individually and to groups;
- Provides support with eSchool, records system, registration, attendance, and discipline;
- Assists with enrollment and record audits to ensure MSDE compliance;
- Provides assistance with maintaining student files;
- Creates and maintains written documentation and videos for training purposes for school-based secretaries;
- Assists in the preparation of county, federal, and state reports;
- Maintains supplies/forms and submits requests for replenishment;
- Receives, sorts, and forwards correspondence and telephone calls and messages for staff members;
- Coordinates and communicates with other schools and departments; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school or GED required; including or supplemented by specialized courses in Microsoft and Google Applications;
- Three years of school secretarial experience with concentrated experience in eSchoolPLUS, Cognos Reporting, Student Records & Registration, Attendance, Discipline, Scheduling and Report Cards
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment);
- Thorough working knowledge of office technology, including office equipment and software;
- Considerable knowledge of school system reports, procedures, and processes;
- Considerable knowledge of effective office practices and procedures; and
- Skilled in the operations of office machines, including related computers, copiers, and scanners

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP