

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

Secretary to the Education Director for Chesapeake Public Charter School.

**POSITION:** Secretary to the Education Director for Chesapeake Public Charter School  
(twelve-month assignment)

**REPORTS TO:** Education Director & Academic Deans

**LOCATION:** Chesapeake Public Charter School (CPCS)

**NATURE OF WORK:**

This is a complex secretarial position, serving as secretary to the Education Director. The work includes performing a wide variety of secretarial, clerical, and public relations work in a K-8 school office under the general supervision of the Education Director and Academic Deans. This administrative level of secretarial work involves assisting the administrators by relieving them of clerical and administrative details; collaborates with the accountant and other clerical staff; personally performs a variety of difficult and complex clerical tasks; works independently maintaining records and preparing necessary reports; and does related work as required, consistent with the job description. Employees in this job class ensure that school office and related administrative activities are conducted in accordance with established policies and procedures, personally performs the more difficult and complex work, and may lead and train other workers as applicable.

**ESSENTIAL FUNCTIONS:**

- Serves as the secretary to the school administration;
- Establishes and maintains significant, sensitive, confidential, and personal logs, files, documents, and records;
- Answers telephone and various inquiries from students, parents, staff, and the community;
- Greets visitors and directs them to proper location;
- Prepares and maintains pupil records and various related reports; verifies pupil information and files appropriate reports such as Monthly Pupil Attendance Reports and Monthly Suspension Reports and contacts parents concerning attendance policies and procedures;
- Registers new pupils and requests prior school records, withdraws transferring pupils, and forwards permanent school records;
- Works independently utilizing the objectives and guidelines established by the CPCS Charter, school system, state, and local regulations
- Works independently in the absence of detailed instructions and to follow complex oral and/or written instructions;
- Develops deadlines to ensure that work is completed on time
- Compiles and maintains a variety of confidential lottery records and information;
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- Assists the administrators by relieving them of clerical and administrative details;
- Projects a positive image of the school to the school community and the public;
- Utilizes technology to perform tasks;
- Maintains integrity and confidentiality; and
- Reports to work daily and on time.

**DUTIES AND RESPONSIBILITIES:**

- Composes routine and non-technical correspondence and prepares special reports and summaries as required;
- Screens incoming telephone calls; answers general inquiries and directs those, where practical, to other school personnel;

- Reviews incoming mail, obtains and attaches pertinent information, prioritizes and routes to school personnel as appropriate;
- Communicates with other schools and departments;
- Maintains calendar and schedules meetings for CPCS administration;
- Provides direction to student office aides/volunteers;
- Maintains up-to-date bus routes and bus numbers for students;
- Maintains up-to-date student dismissal information and manages CarRider Pro system
- Assists with scheduling field trips
- Communicates effectively, both orally and in writing;
- Makes decisions in accordance with regulations and established policies;
- Communicates courteously and tactfully with students, teachers, parents, and the general public;
- Projects a positive image to the public;
- Manages substitutes; and
- Performs other related duties as required.

**QUALIFICATIONS:**

- Graduation from high school (or GED), required;
- Three years of general office, clerical, or secretarial experience, required;
- Further secretarial training is desirable;
- 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;
- Thorough knowledge of the programs, policies and procedures of the St. Mary's County Public Schools System and the Chesapeake Public Charter School Charter Agreement;

**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 15.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**