

Job Title: **Secretary, High School**  
 Job Family: **School Based Support**  
 Pay Program: **Classified**  
 Typical Work Year: **10 months**

Job Code: **1315**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G8**

**SUMMARY:** Responsible for providing secretarial and administrative support to various positions and departments at the school location. Duties include, but are not limited to, answering/screening phone calls and visitors, scheduling appointments, preparing documents and reports, receiving and responding to inquiries and requests, entering and retrieving data using the computer and/or the District student information system, and coordinating and assisting with school events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building/department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Type, word process, compile, and/or compose memos, letters, lists, rosters, schedules, reports, surveys, handbooks, brochures, evaluations, documentation, phone lists, agendas, minutes, and other related information. Coordinate or provide information as requested or needed to other district departments and requestors of the information. Update department website.	D	20%
2. Assist, provide information to, and respond to requests from students, staff, other departments, parents, and the community. May relay information to others via the public address system.	D	20%
3. Enter and/or retrieve data using the computer, student information system, district financial, or other automated systems. Responsible for data entry and reporting in the student attendance system. Data may include discipline, eligibility, fines, fees, student information, class schedules, lockers and/or parking permits, or other information. May assist in maintaining and monitoring student files/records, mailing student records as requested, requesting and obtaining student records from other schools/districts, purging files, and/or arranging for microfilming.	D	19%
4. Assist counselors, assistant principals, and athletic directors with various duties, including but not limited to, attendance letters, truancy tracking, discipline letters, senior failure letters, credit loss, and managing activity contracts. Responsible for scheduling various, department-specific events/activities (including but not limited to, interviews, substitute coverage, athletic events, transportation for teams, and game workers. Assist with paying game workers.	D	15%
5. Create and maintain master calendar for school. May assist with various aspects of school events, conferences, various types of field/class trips, open houses, school tours, athletic events, assemblies, student recognition programs, graduation and/or other school events as needed. Duties may include coordinating the room set-up, preparing signs, arranging for refreshments, printing certificates, printing and sending invitations and/or distributing awards and other related activities. May check-in student-athletes for sports; monitor eligibility and current student-athlete physicals; acquire and confirm officials for athletic events. May assist with collecting monies.	M	15%
6. May be responsible for incoming and outgoing mail and packages, office supply ordering, and p-card mapping.	D	5%
7. May backup other office/building positions. May be responsible for monitoring phone and radio for emergency communication between the school and district Communication Center, ensuring responses are made with a sense of urgency. Supervise students as needed.	D	5%
8. Perform other job-related duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of (3) years of computer and general office experience.
- Experience working with school-age children preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- CPR and First Aid certifications are preferred, may be required within (3) months.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Time management, organizational, and prioritization skills.
- Basic math skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with Google applications.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key, etc. preferred; required within 2 weeks after hire.
- Operating knowledge of district student information system required within (1) month after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Principal, Assistant Principal, or Office Manager	3080, 3083, 1301

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no supervisory responsibilities.		

- May assist, direct the work of, keep attendance for and provide grades to Student Office Aides.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- May be responsible for collecting monies for various events, entering in database, preparing deposits for Bookkeeper, and mapping p-card.
- May be responsible for payment of athletic officials through school athletics office.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	