

SECRETARY – MAIN OFFICE HIGH SCHOOL

Reports To: School Principal
FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for maintaining student attendance records, providing general administrative office support and greeting school patrons. Handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Provide administrative support to school staff and assist head secretary as requested.
 2. Perform general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
 3. Greet parents, students and staff in main office and direct as appropriate providing guest badges, bus passes, etc.
 4. Inventory and order office supplies for the main office and school staff.
 5. Complete computer data entry work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
 6. Maintain school accounts including fees, food services, including free and reduced lunches, balancing posting, writing checks, making deposits and reporting.
 7. Supervise students in main office area.
 8. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the District in interactions with parents, community, staff, and students.
 9. Maintain appropriate certifications and training hours as required.
 10. Comply with applicable District, state, local and federal laws, rules and regulations.
 11. Attend work regularly.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Troubleshoot office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
 2. Serve on building and district committees and councils.
 3. Coordinate travel and assist with other administrative needs.
 4. Update school bulletin boards and calendars.
 5. Schedule use of building.
 6. Report issues to authorities as necessary, animal control, suspicious activity etc.
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SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers and student aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and one year related experience in typing, general clerical and/or training or equivalent combination of education and experience. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with children and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to prepare general correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: Infinite Visions, Quickbooks, MS Word, Excel, Outlook and ESIS. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including valid first aid/CPR card.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in an elementary school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: March 2009

I have read and understand this job description.

Signature:

Date:
