

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

SECRETARY I

POSITION: Secretary I
REPORTS TO: Site Administrator
LOCATION: Various Schools

NATURE OF WORK:

This is a skilled secretarial position responsible for specific functions in a school. The employee typically works independently maintaining records and preparing necessary reports and may assume responsibility for a major segment of office work. The work is performed under the general supervision of the site administrator or administrator's designee.

ESSENTIAL FUNCTIONS:

- Ability to work in an office setting daily, maintaining positive working relationships with other staff, parents, students, and the community;
- Ability to use 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. 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; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Types and distributes correspondence, bulletins, notices, newsletters, surveys, agendas, lists, menus, etc. as required and maintains appropriate files;
- 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;
- Communicates with other schools and departments;
- Schedules appointments and arranges conferences as needed;
- Provides direction to student office aides/volunteers;
- Maintains up-to-date bus routes and bus numbers for students; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Two years of general office, clerical, or secretarial experience;
- Passing score on a proficiency exam conducted by SMCPSS (applicants must establish proficiency prior to accepting employment);
- Thorough working knowledge of office technology, including office equipment and software;
- Ability to perform general office procedures;

- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to be versatile in job responsibilities;
- Ability to work under a minimum amount of supervision;
- Ability to maintain integrity and confidentiality; and
- Ability to project a positive image to the public.

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for eleven-month seven hour employees – Range 10.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

SECRETARY I 11-MONTH AT GEORGE WASHINGTON CARVER ELEMENTARY

POSITION: Secretary I (11-Month) at GWCES

REPORTS TO: Principal

LOCATION: George Washington Carver Elementary School

NATURE OF WORK:

This is a skilled secretarial position responsible for supporting elementary and grant-funded programs, related data collection and reporting requirements. The employee provides support for the Pupil Services Team (PST)/504 chairperson, organizing meeting agendas, parent notifications, and all other secretarial duties associated with supporting the PST/504 process. The employee typically works independently maintaining data and records, preparing necessary local, state, and federal reports, and other general support to the school administration. The work is performed under the general supervision of the principal or principal's designee.

ESSENTIAL FUNCTIONS:

- Maintains a high level of confidentiality;
- Ability to work in an office setting daily, maintaining positive working relationships with other staff, parents, students, and the community;
- Ability to use office machines, computers, telephones, and other means as required to complete assigned tasks and responsibilities;
- Collects data, prepares reports and documentation in support of elementary and grant-funded program, and maintains and updates records and various related reports;
- Collects data, prepares reports and documentation in support of the PST/504 process, with a focus on the disproportionate impact of COVID-19 on underrepresented student subgroups, to include but not limited to academic intervention data and social-emotional data;
- Prepares meeting agendas and notifications for PST/504 under the direction of the PST/504 chairperson, including the engagement of family;
- Prepares sign-in sheets, agendas, and notes of required meetings and maintains documentation according to the established protocol for local, state, and federal programs;
- Communicates courteously and tactfully with team members, families, and community members;
- Maintains a schedule of reporting requirements in order to meet timeliness;
- Effectively communicates with the principal and/or administration to ensure required reports are complete, accurate, and submitted on time; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Types and distributes correspondence or reports as required and maintains appropriate files;
- Ensures confidentiality of staff and student data;
- Prepares county, federal, and state reports;
- Maintains supplies/forms and submits requests for replenishment;
- Communicates with other schools and departments as needed in order to complete necessary reporting requirements;
- Utilizes various data sources to complete necessary assignments;
- Takes initiative to fully understand reporting requirements of various general and grant-funded programs;
- Takes initiative to fully understand reporting requirements of the PST/504 process;

- Interacts with staff as needed to support the educational programming of an elementary school;
- Supports the overall mission of the school and school system to promote student achievement;
- Schedules appointments and arranges meetings with staff as needed;
- Demonstrates the ability to perform general office procedures;
- Demonstrates the ability to be versatile in job responsibilities;
- Projects a positive image to the public; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Two years of general office, clerical, or secretarial experience required;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment);

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for eleven-month seven-hour employees – Range 10.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 08-22-23