

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

SECRETARY II – Department/Office

POSITION: Secretary II – Department/Office

REPORTS TO: Site Administrator

LOCATION: Various Sites

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the general supervision of the site administrator or administrator's designee.

ESSENTIAL FUNCTIONS:

- Answers telephone, and various inquiries from students, parents, staff, and the community;
- Greets visitors, and directs them to the proper location;
- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc. as required and maintains appropriate files;
- Coordinates, prioritizes, and assures the quality and accuracy of work performed by other clerical employees;
- Processes requisitions and purchase orders;
- Maintains orderly office routines;
- Coordinates and communicates with various departments and schools;
- Schedules appointments and arranges conferences; and
- Report to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Participates in the establishment of work schedules of all clerical employees in the office to ensure that all work is disseminated;
- Receives, sorts, and forwards correspondence and telephone calls and messages for staff members;
- Schedules appointments and maintains calendar for the site administrator;
- Uses technology efficiently to complete work;
- Communicates with other departments and schools;
- 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;
- Provides training to other staff as necessary; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Further secretarial training is desirable;
- Three years of general office, clerical, or secretarial experience;
- 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;
- Ability to maintain integrity and confidentiality;
- Considerable knowledge of effective office practices and procedures;

- Working knowledge of bookkeeping procedures;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work independently without supervision and ability to supervise others when required; and
- Ability to project a positive image to the public.

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 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

SECRETARY II – FAIRLEAD ACADEMY

POSITION: Secretary II Fairlead Academy

REPORTS TO: Academic Dean

LOCATION: Fairlead Academy

NATURE OF WORK: This is skilled secretarial and clerical position, responsible for supporting the students, staff, and parents/guardians. The employee typically works independently with regard to specific functions such as maintaining financial or student records and preparing necessary reports or assuming responsibility for a major segment of office work. The work is performed under the general supervision of the Academic Dean.

ESSENTIAL FUNCTIONS:

- Maintains open lines of communication for staff, students, parents/guardians, and the general public, by answering phone calls, greeting visitors, and assisting staff and students;
- Prepares and maintains student records and various related reports with accuracy and in a timely manner;
- Maintains necessary records and reports with regards to staff;
- Maintains an accurate accounting of financial records and reports immediately any concerns or issues;
- Assists staff and students with access to technology and instructional resources within the building; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Prepares and maintains financial records including payroll, leave verification, and school activity funds;
- Makes bank reconciliations and prepares reports, statements, and summaries;
- Maintains bookkeeping of fiscal records, receives and deposits monies into appropriate accounts; verifies billings and issues checks for payment;
- Serves as secondary technology contact to enter help desk tickets or check on the status of requests;
- Utilizes automated circulation system to check out instructional materials for students and staff, print reports upon request, adds & deletes patrons, etc.;
- Maintains accurate student attendance by completing attendance audits and reports;
- Assists the guidance counselor with the registration of new students;
- Organizes and maintains cumulative folders of students with accuracy and timeliness,
- Maintains up-to-date bus routes and bus numbers for students;
- Schedule IEP, 504/ PST meetings in compliance with state and federally mandated timelines and procedures;
- Provide secretarial support to the Academic Dean;
 - Prepares and types letters, memoranda, reports, purchase orders, and other forms, and assists in the preparation of federal, state, and local reports;
 - Answers telephone, giving information to callers and routes incoming calls to the proper person;
 - Maintains inventories as required by office;

- Communicates orally, and in writing with school employees, students, parents, and the general public;
- Serves as receptionist, greets visitors to office, and routes them to the proper location;
- Receives, opens, sorts, and routes incoming mail;
- Processes purchase orders as required;
- Maintains student, employee, and other records and prepares reports, as needed;.
- Provides direction to office aides; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Three 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;
- Working knowledge of bookkeeping procedures;
- Ability to maintain integrity and confidentiality;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public.
- Ability to work independently without supervision; and
- Ability to project a positive image to the public.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the non-certificated salary schedule for twelve-month employees – Range 13.

BARGAINING UNIT: EASMC-ESP

Updated 03.21

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

SECRETARY II - SCHOOL

POSITION: Secretary II - School

REPORTS TO: Site Administrator

LOCATION: Various Sites

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:

- 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);
- Further secretarial training is desirable;
- Three years of general office, clerical, or secretarial experience;
- 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;
- Ability to maintain integrity and confidentiality;
- Considerable knowledge of effective office practices and procedures;
- Working knowledge of bookkeeping procedures;
- Ability to make decisions in accordance with regulations and established policies;

- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work independently without supervision and ability to supervise others when required; and
- Ability to project a positive image to the public.

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 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

SECRETARY II - TRANSPORTATION

POSITION: Secretary II -Transportation

REPORTS TO: Director of Transportation

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director of Transportation.

ESSENTIAL FUNCTIONS:

- Ability to communicate with parents, staff, bus drivers, bus contractors and other necessary parties in a calm and respectable manner;
- Ability to edit and mail letters;
- Understanding of Microsoft office products;
- Ability to use computer technology effectively;
- Ability to work well with other office staff;
- Considerable knowledge of school system reports, procedures, and processes;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to project a positive image to the public; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Answer and assist telephone callers;
- Greet and assist visitors to the Department of Transportation;
- Coordinate and communicate various items with other departments and schools;
- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc. as required and maintains appropriate files;
- Schedules appointments and arranges meetings;
- Update transportation databases as necessary;
- Assist in start of school year operations;
- Updates and organizes files and folders such as Board of Education policies and regulations;
- Provide parents/guardians with bus stop information;
- Provide schools with bus route information;
- Direct callers and visitors to the correct transportation forms;
- Assist in preparation of Federal, State, and local reports;
- Researches bus complaints; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Further secretarial training is desirable;
- Three years of general office, clerical, or secretarial experience;
- Passing score on a proficiency exam conducted by SMCPSS (applicants must establish proficiency prior to employment);
- Thorough working knowledge of office technology, including office equipment and software;
- Considerable knowledge of school system reports, procedures, and processes;

- Ability to maintain integrity and confidentiality;
- Considerable knowledge of effective office practices and procedures;
- Working knowledge of bookkeeping procedures;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work independently without supervision and ability to supervise others when required; and
- Ability to project a positive image to the public.

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 13 (\$34,877- \$52,764)

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

SECRETARY II – Virtual Academy

POSITION: Secretary II - Virtual Academy

REPORTS TO: Academic Dean

LOCATION: Virtual Academy

NATURE OF WORK: This is a skilled secretarial and clerical position, responsible for supporting the students, staff, and parents/guardians. The employee typically works independently with regard to specific functions such as maintaining financial or student records and preparing necessary reports or assuming responsibility for a major segment of office work. As the primary support for the Virtual Academy, the Secretary will be responsible for coordinating with the Department of Information Technology on a regular basis. The work is performed under the general supervision of the Academic Dean.

ESSENTIAL FUNCTIONS:

- Maintains open lines of communication for staff, students, parents/guardians, and the general public, by answering phone calls, greeting visitors, and assisting staff and students;
- Prepares and maintains student records and various related reports with accuracy and in a timely manner;
- Maintains necessary records and reports with regards to staff;
- Maintains an accurate accounting of financial records and reports immediately any concerns or issues;
- Assists staff and students with access to technology and instructional resources within the building;
- Acts as a liaison with the Department of Information Technology for technology requests and supports needed to provide an effective environment for teaching and learning; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Prepares and maintains financial records including payroll, leave verification, and school activity funds;
- Makes bank reconciliations and prepares reports, statements, and summaries;
- Maintains bookkeeping of fiscal records, receives and deposits monies into appropriate accounts; verifies billings and issues checks for payment;
- Serves as technology contact to enter help desk tickets or check on the status of requests;
- Utilizes automated circulation system to check out instructional materials for students and staff, print reports upon request, adds & deletes patrons, etc.;
- Directs phone calls from parents/guardians or students to appropriate Technology Supports or Instructional Leaders as appropriate;
- Maintains accurate student attendance by completing attendance audits and reports;
- Schedule IEP, IVLP, 504/ PST meetings in compliance with state and federally mandated timelines and procedures;
- Schedule and maintain a calendar of shared/community spaces within the Virtual Academy;
- Provide secretarial support to the Academic Dean;
- Prepares and types letters, memoranda, reports, purchase orders, and other forms, and assists in the preparation of federal, state, and local reports;

- Answers telephone, giving information to callers and routes incoming calls to the proper person;
- Maintains inventories as required by office;
- Communicates orally, and in writing with school employees, students, parents, and the general public;
- Maintains and updates social media presence for the Virtual Academy, sends out weekly newsletters to staff, students and parents/guardians.
- Maintains weekly communications with homeschools to connect staff, students and parents/guardians with events, opportunities and extracurricular activities.
- Serves as receptionist, greets visitors to office, and routes them to the proper location;
- Receives, opens, sorts, and routes incoming mail;
- Processes purchase orders as required;
- Maintains student, employee, and other records and prepares reports, as needed;.
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Three years of general office, clerical, or secretarial experience;
- 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;
- Working knowledge of bookkeeping procedures;
- Ability to maintain integrity and confidentiality;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public.
- Ability to work independently without supervision; and
- Ability to project a positive image to the public.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the non-certificated salary schedule for twelve-month employees – Range 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 06.21

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

SECRETARY II – VOCATIONAL SUPPORT FOR WORK-BASED LEARNING

POSITION: Secretary II – Vocational Support for Work-Based Learning
Apprenticeship Maryland Program

REPORTS TO: Site Administrator

LOCATION: Dr. James A. Forrest Career and Technology Center

NATURE OF WORK:

This is a skilled secretarial position responsible for supporting the Vocational Support Coordinator for Work Based Learning. The employee typically works independently maintaining documents, scheduling appointments, creating, and monitoring databases, and preparing any necessary reports the coordinator may need. The work is performed under the general supervision of the site administrator or administrator's designee.

ESSENTIAL FUNCTIONS:

- Provides ongoing support to the Vocational Support Coordinator;
- Answers telephone and various inquiries from students, parents, staff, and the community;
- Keeps a detailed calendar of events and meetings;
- Prepares reports, databases, and other documents needed by the Vocational Support Coordinator
- Proficient in the use of Microsoft Office and G Suites
- Communicates in a professional and timely manner in all mediums; 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, state, and federal reports;
- Maintains supplies/forms and submits requests for replenishment;
- Receives, sorts, and forwards correspondence and telephone calls and messages for staff members;
- Communicates with Career and Technology Center education staff to assist in supporting Career and Technology students;
- Communicates with other schools and departments;
- Communicates with local businesses and employers;
- Assists in the marketing for the Apprenticeship Maryland Program;
- Schedules appointments and arranges conferences as needed;
- Provides direction to Youth Apprenticeship employers;
- 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);
- Minimum of three 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;

- Considerable knowledge of school system reports, procedures, and processes;
- Ability to maintain integrity and confidentiality;
- Considerable knowledge of effective office practices and procedures;
- Working knowledge of bookkeeping procedures;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work independently without supervision and ability to supervise others when required; and
- Ability to project a positive image to the public.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

11.07.2022