

## COOSA COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SCHOOL SECRETARY

REPORTS TO: Principal

### QUALIFICATIONS:

1. High school diploma or equivalent
2. Formal training beyond high school preferred
3. Minimum of three (3) years of successful office experience preferred
4. Background clearance through FBI and ABI processes
5. Highly Competent in Human Relations and Communication Skills, both written and oral.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of basic office practices and procedures, including the correct use of grammar and spelling in business correspondence.
2. Ability to exercise independent judgment and tact in dealing with the public.
3. Excellent interpersonal skills to include ability to maintain professionalism during stressful situations and to work with a diverse group of stakeholders.
4. Ability to use computers and multiple software programs including database, spreadsheet, and word processing applications.

JOB GOAL: To ensure the smooth and efficient operation of the school office so that the office and school administration can have maximum positive impact on the education of the students.

### PERFORMANCE RESPONSIBILITIES:

1. Answer phone, take messages, and relay them to the appropriate persons.
2. Compose and type routine correspondence and memoranda including disciplinary and attendance letters to parents, School Board, and Superintendent's office as requested by the principal.
3. Prepare reports required from the principal and central office staff.
4. Prepare teacher grade verifications.
5. Prepare student grade/progress reports.
6. Furnish information and assistance to students, parents, teachers, and other parties.
7. Supervise student assistants in the performance of similar or related work, if assigned.
8. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
9. Assist with registering or withdrawing students when necessary.
10. Schedule meetings/conferences for teachers, administration, and counselor.
11. Process transcript requests for former students.
12. Prepare materials for the beginning of the school year.
13. Maintain student attendance and other student records.
14. File correspondence, records, and reports.
15. Maintain teacher attendance and report all payroll to appropriate central office personnel.
16. Contact substitute teachers to cover classes in the event a teacher is absent.
17. Receive school visitors.

18. Manage transportation changes.
19. Maintain front office appearance by keeping the office area neat and organized.
20. Maintain confidentiality regarding school/workplace matters.
21. Participate in assigned professional development to learn new skills or keep abreast of changes in the workplace.
22. Exhibit interpersonal skills as an effective team member.
23. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light lifting may be required.

\*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

*It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.*