BUTLER COUNTY SCHOOLS

SECRETARY, SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school diploma or equivalent, supplemented by business courses and at least two (2) years of successful diversified office experience, or equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the operation and program of the school system. Considerable knowledge of office practices and procedures, grammar, spelling, and business correspondence. Knowledge of elementary accounting and bookkeeping procedures. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, school personnel, and the general public. Computer skills required.

REPORTS TO:

Principal

JOB GOAL

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

SUPERVISES:

Receptionists

PERFORMANCE RESPONSIBILITIES:

* (1) Serve as secretary and administrative assistant to the principal, arranging appointments, taking calls, answering inquiries, composing and typing routine correspondence and memorandums.
* (2) Prepare reports required from the principal.
* (3) Maintain attendance records and prepare related reports.
* (4) Prepare other reports required from the school principal.
* (5) Type a wide variety of records, reports, memoranda, and teaching materials and operate duplicating equipment.
* (6) Prepare transcripts of student records.
* (7) Help prepare schedules.
* (8) Furnish information and assistance to students, parents, teachers, and other interested parties.
* (9) May supervise clerical assistants in the performance of similar or related work.
*(10) Process student transfers and withdrawals and maintain records.
*(11) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(12) Follow attendance, punctuality and proper dress rules.
*(13) Ensure adherence to good safety standards.
*(14) Maintain confidentiality regarding school/workplace matters.
*(15) Model and maintain high ethical standards.
*(16) Demonstrate initiative in the performance of assigned responsibilities.

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SECRETARY, SCHOOL (Continued)

*(17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(18) Keep supervisor informed of potential problems or unusual events.
*(19) Respond to inquiries and concerns in a timely manner.
*(20) Exhibit interpersonal skills as an effective team member.
*(21) Demonstrate support for the school system and its goals and priorities.
*(22) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(23) Prepare all required reports and maintain all appropriate records.
*(24) Participate in cross-training activities as required.
*(25) May be required to work beyond the 40-hour week.
(26) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

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