BUTLER COUNTY SCHOOLS

SECRETARY II

JOB DESCRIPTION

QUALIFICATIONS:
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:
High school graduate or equivalent (GED) and preferably some secretarial experience and post-secondary training. Computer experience/training highly desirable

REPORTS TO:
Principal

JOB GOAL

To provide support in 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:

N/A

PERFORMANCE RESPONSIBILITIES:

Will assist school secretary, school counselor(s) and administrators in discharging the following duties and responsibilities:

- Serve as receptionist for school
- Assist students with needs as deemed necessary
- Organize and arrange for flow of information from office to school in an orderly and timely fashion
- Receipt money and prepare bank deposits
- Schedule and handle appointments for school principal and assistant principal(s)
- Assist in registering new students, handle withdrawals of students
- Answer telephone and direct calls to appropriate personnel
- Handle school correspondence (typing, editing, proofing, reproduction, and distribution)
- Prepare reports as required by school, Butler County Board of Education, State Department of Education, and federal agencies
- Handle and distribute mail
- Process purchase orders
- Maintain school files and records

- Secure substitute teachers as needed
- Assist students and parents with check-in/check-out procedures (tardy slips, admission slips, etc.)
- Perform other duties as assigned by school administrative personnel
- Work cooperatively with all school personnel
- Be punctual in attendance
- Perform duties in a timely and efficient manner
- Take advantage of opportunities to grow professionally (workshops, seminars, etc.)

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.

*Essential Performance Responsibilities