



SECRETARY

SECRETARY II - CAMPUS SECRETARY

JOB DESCRIPTION

JOB TITLE: Secretary II - Campus Secretary (Elem | Middle)

REPORTS TO: Campus Principal

LOCATION: Elementary | Middle Schools

FLSA STATUS: Non-Exempt

PAY GRADE: CLS-10

DAYS: 215 | 235 (STARS)

JOB ID & DATE: CLS-20, September 2023

JOB PURPOSE SUMMARY

The School Secretary plays a crucial role in ensuring the efficient operation of the school's administrative functions. This position involves providing administrative support to school staff, maintaining accurate records, and facilitating effective communication within the school community

REQUIREMENTS

Education Level Details

High school diploma or equivalent is required.

Post-secondary education or coursework in office administration or a related field is preferred.

License or Certification

Certification as a Paraprofessional or substitute license preferred

Work Experience Required

Prior experience in an administrative role, preferably in an educational or office setting

Proficiency in using office software and equipment.

Other Skills and Abilities Required.

Strong organizational and multitasking skills.

Excellent written and verbal communication skills.

Proficiency in computer applications, including word processing and spreadsheet software.

Discretion and the ability to maintain confidentiality.

Effective interpersonal skills for interacting with students, parents, and school staff.

Bilingual in English and Spanish preferred

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Greet and assist visitors, students, and parents who come to the school office.
- Answer phone calls, take messages, and direct inquiries to the appropriate staff members.
- Manage and maintain the school's front desk and reception area.

- Assist in maintaining a welcoming and professional atmosphere in the school office.
- Handle incoming and outgoing mail and distribute it to the appropriate recipients.
- Maintain office supplies inventory and place orders as needed.
- Assist with scheduling appointments and meetings for school staff.
- Manage and organize school records, including student files and attendance records.
- Provide general administrative support, such as data entry, filing, and photocopying.
- Collaborate with school administrators and teachers to coordinate school events and activities.
- Prepare and distribute school newsletters, announcements, and other communications to parents and students.
- Assist in the coordination of transportation services for students.
- Assist with the preparation of school reports and documents as needed.
- Work closely with the school administration to ensure compliance with policies and procedures.
- Act as a liaison between Principal and others by responding to, advising, or making recommendations for and directing parents, students and staff regarding policies, procedures and confidential and/or sensitive issues.
- Monitor and coordinate incoming information and problems. Often requires problem solving and decision making in the absence of the Principal
- Maintain school/student files, records and database(s).
- Manages school financial transactions, including managing budgets and accounts, collecting student fees and fines, reporting financial data, preparing invoices for payment, processing and monitoring purchase orders, reconciling purchasing cards, etc.
- Monitor, prepare and submit time and attendance staff leaves.

Other

- Perform other duties as assigned.
- Participate in training and professional development activities as required by the school district.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____