

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Secretary – High School Curriculum/Instruction
Date Prepared or Last Modified: December 2018, Reviewed December 2021
Work Year: 11 month
Department: High School
Reports To: Principal

SUMMARY: Perform office operations to provide strong internal and external client services. Provide administrative and secretarial assistance to the Assistant Principals/Dean, staff, students, parents and the community. Coordinate with Administrators to implement District/State Assessment testing, Master Schedule, Registration, school events and Crisis Management situations. Support the operations of the office to ensure a highly organized and efficient office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

D 20% Provide administrative and secretarial assistance to the administration including managing calendars; scheduling meetings; creating documents and spreadsheets; assisting with Applitrack postings, interviews and hiring paperwork; acting as a liaison between administrators and staff, students, parents and the community; and problem solving.

M 20% Coordinate and provide support to ensure the successful implementation of District/State Assessment testing, Master Schedule, Registration and other school events.

D 25% Client Services: Ensure a welcoming office environment that supports internal and external client needs. Respond to inquiries and concerns from staff, parents and the community. Answer telephones, greet visitors and provide information and materials. Serve as a resource to students by answering questions, problem solving, creating student IDs, assigning lockers and issuing parking permits.

D 20% Office Operations: Maintain confidential documents and records. Serve as a liaison for building maintenance requests and work orders. Publish daily school announcements. Communicate with parents/students pertinent school information via the In Touch Dialer communication system. Serve as a backup to the Office Manager, Finance Secretary and Health Clinic. Follow district policies and safety procedures to monitor visitors into the building.

D 5% Supervise, train, evaluate and provide work for office aides.

D 5% Supervise students in the office with discipline issues.

Ongoing 5% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent, plus courses in office management and computers preferred.

EXPERIENCE: 2 years of experience in office/secretarial experience and office technology support.

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires strong English language oral and written communication;

interpersonal relations; basic math and accounting; personal computer, keyboarding and word processing; customer service and public relations skills; critical thinking and problem solving and organizational skills. The ability to manage confidentiality in all aspects of the job; manage multiple priorities; and manage multiple tasks with frequent interruptions. Operating knowledge of Microsoft Office and all of its components (EXCEL, Publisher, Outlook, etc. Operating knowledge of Infinite Campus computer software required at hire. Maintenance work order system, general office equipment and phone system within 2 weeks of hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR/First Aid and AED certification required at hiring. Medication Administration Certificate needed within 1 month of hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: Indirectly supervises 16+ employees in the school office. Positions supervised include Office Paraprofessionals and Student Aides. Responsibilities include plan and assigns work; addresses complaints and resolves problems; assists supervisor with interviewing/hiring; assists supervisor with disciplining; assists supervisor with appraising performance BY providing input into the performance appraisal; and assists supervisor with termination employees by providing input into termination proceedings.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, sit; and use hands to finger, handle, or feel. The employee is frequently required to talk and hear. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: While in this position the employee will occasionally be exposed to fumes or airborne particles and outdoor weather conditions. The noise level in the work environment is usually moderate.

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