

# Monroe-Gregg School District Role Description



**Job Title: Secretary**

**Location: Monrovia Middle School**

**Job Group: Classified- Non-Exempt (209 Days)**

**Reports to: Principal**

The middle school secretary performs a variety of clerical tasks requiring detailed knowledge of school procedures and policies to ensure the effective and efficient operation of the middle school office. The role requires a pleasant attitude in dealing with others in a manner that contributes to the overall positive public relations of Monroe-Gregg School District. Absolute confidentiality of information, files, and records is imperative. Weekly service hours are forty (40) hours per week.

## **Essential Responsibilities:**

- Answers incoming phone calls and maintains a pleasant attitude while responding to inquiries.
- Greets students, parents/guardians, staff, and visitors entering the office and provides timely assistance.
- Manages the attendance line, maintains daily attendance records in Skyward, and notifies teachers or administration of attendance concerns.
- Registers new students to ensure all appropriate paperwork is completed, all affected personnel are informed, and all student information is input into Skyward accurately.
- Oversees the middle school student transfer process by ensuring all required documentation and appropriate approvals are received and on file.
- Receives and forwards permanent student records for new and withdrawing students.
- Enters, updates, and maintains confidential student personnel data and Skyward records.
- Maintains student rosters, class counts, and class schedules.
- Prepares and generates custom Skyward reports for administrators and staff as needed.
- Maintains student transportation assignments, notifies the transportation director and faculty of changes when necessary, and notifies students of transportation adjustments.
- Monitors late student arrivals and early dismissals to ensure the safety and security of the students.
- Creates student progress/report cards each term.
- Processes and maintains records of criminal background checks for visitors, chaperones, and volunteers.
- Uses the school messaging system (Parent Square) to convey information to parents/guardians as needed.
- Manages office supplies and office equipment (i.e., copiers, laminator, etc.) and assists staff in the use of such equipment. Maintains equipment inventory and notifies the appropriate vendors of equipment needs.
- Operates a two-way radio communication system and the school intercom system.
- Distributes mail and materials to staff as needed.
- Instructs substitute teachers on middle school procedures and programs.
- Updates cumulative student personal records annually with transcript and standardized testing scores.
- Processes Skyward updates in conjunction with the yearly rollover to include teacher assignments, schedules, and homeroom assignments.
- Notifies the appropriate custodial staff of upcoming needs.
- Coordinates the incoming 6<sup>th</sup> grade registration process and enters new student information into Skyward.
- Complies with student information and visitation requests from appropriate agencies including DCS.
- Performs administrative tasks for administration as needed.
- Monitors student behavior in the middle school office.
- Notifies the safety director and principal of concerns related to student safety.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the principal regarding issues and concerns.
- Other duties as assigned by the principal.

**Essential Qualifications:**

- High school diploma or equivalent.
- Previous secretarial or clerical experience preferred.
- Knowledge of school operations and the ability to relate effectively to students, staff, and parents is necessary.
- Must possess strong English grammar, spelling, and punctuation skills.
- Must be flexible to work with multiple daily interruptions in a positive manner.
- Must possess excellent computer skills including experience working with MS Office tools, Google, e-mail, and electronic calendars while having the desire and initiative to learn other programs.
- Must pass a criminal background check and drug screen per district policy.

**Physical Demands:**

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time. Walking and standing are required occasionally.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee occasionally lifts, carries, pushes, and pulls up to 50 pounds.

**Environmental Conditions:**

Works in a school building around others. The noise level is usually low but can escalate at times. The job is performed under conditions with exposure to risk of injury and/or illness including communicable diseases in a clean atmosphere. Occasional interaction among unruly students/adults is possible.

**Terms of Employment and Evaluation:**

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

**Acknowledgement:**

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

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Employee Signature

Date

*Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.*