

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SECRETARY TO THE EDUCATION DIRECTOR CPCS

POSITION: Secretary to the Education Director for Chesapeake Public Charter School
(twelve-month assignment)

REPORTS TO: Education Director & Academic Deans

LOCATION: Chesapeake Public Charter School (CPCS)

NATURE OF WORK:

This is a complex secretarial position, serving as secretary to the Education Director. The work includes performing a wide variety of secretarial, clerical, and public relations work in a K-8 school office under the general supervision of the Education Director and Academic Deans. This administrative level of secretarial work involves assisting the administrators by relieving them of clerical and administrative details; collaborates with the accountant and other clerical staff; performs a variety of difficult and complex clerical tasks; working independently maintaining records and preparing necessary reports; and related work as required. Employees in this job class ensure that school office and related administrative activities are conducted in accordance with established policies and procedures and may lead and train other workers as applicable.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Registers new pupils and requests prior school records, withdraws transferring pupils, and forwards permanent school records
- Prepares and maintains pupil records and various related reports; verifies pupil information and files appropriate reports such as Monthly Pupil Attendance Reports and Monthly Suspension Reports and contacts parents concerning attendance policies and procedures
- Establishes and maintains significant, sensitive, confidential, and personal logs, files, documents, and records
- Compiles and maintains a variety of confidential lottery records and information
- Uses effective office practices and bookkeeping procedures to complete tasks

- Answers telephone and various inquiries from students, parents, staff, and the community
- Greets visitors and directs them to proper location
- Assists the administrators by relieving them of clerical and administrative details
- Composes routine and non-technical correspondence and prepares special reports and summaries as required
- Screens incoming telephone calls; answers general inquiries and directs those, where practical, to other school personnel
- Reviews incoming mail, obtains and attaches pertinent information, and prioritizes and routes to school personnel as appropriate
- Communicates with other schools and departments
- Maintains calendar and schedules meetings for CPCS administration
- Provides direction to student office aides/volunteers
- Maintains up-to-date bus routes and bus numbers for students
- Maintains up-to-date student dismissal information and manages CarRider Pro system
- Assists with scheduling field trips
- Makes decisions in accordance with regulations and established policies
- Manages substitutes
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or/GED
- Three (3) years of general office, clerical, or secretarial experience
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment)

Preferred:

- Additional secretarial experience

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 16.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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