

# Monroe-Gregg School District Role Description



**Job Title: Secretary**

**Location: Monrovia High School**

**Job Group: Classified- Non-Exempt (260 Days)**

**Reports to: Principal**

The high 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 high 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.
- Communicates daily announcements on the school intercom system and operates a two-way radio communication system.
- Manages the attendance line and maintains daily attendance records in Skyward.
- Monitors late student arrivals and early dismissals to ensure the safety and security of the students.
- Notifies students of transportation adjustments.
- Responds to faculty inquiries regarding student, staff, and office procedures.
- Performs administrative tasks to include making copies, duplicating forms, faxing, etc.
- Creates the annual master schedule spreadsheet for faculty/staff use.
- Manages the time and attendance management system to keep up to date on faculty/staff absences and determines building coverage needs in the absence of the principal.
- Instructs substitute teachers on high school procedures and programs.
- Processes and maintains records of criminal background checks for visitors, chaperones, and volunteers.
- 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.
- Distributes mail and materials to staff as needed.
- Notifies the appropriate custodial staff of upcoming needs.
- Complies with student information and visitation requests from appropriate agencies including DCS.
- Assists with year-end tasks including but not limited to ordering senior diplomas.
- Assists the guidance department with transcripts and records requests during the summer months.
- Monitors student behavior in the high school office.
- Administers first aid and distributes medication in the absence of the school nurse.
- Notifies the safety officer and principal of concerns related to student safety.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- 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 needed 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 employee has an above average risk of exposure to blood and bodily fluids/tissues and communicable diseases. 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.*