

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

SECRETARY I SCHOOL 11 - MONTH

POSITION: Secretary I School 11 - Month

REPORTS TO: Site Administrator

LOCATION: Various Schools

NATURE OF WORK:

This is a skilled secretarial position responsible for specific functions in a school. The employee typically works independently maintaining records and preparing necessary reports and may assume responsibility for a major segment of office work. The work is performed under the general supervision of the site administrator or administrator's designee.

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:

- Answers telephone and various inquiries from students, parents, staff, and the community
- Greets visitors and directs them to proper location
- Prepares and maintains pupil records and various related reports
- Reviews sensitive records and files and creates reports from such
- Types and distributes correspondence, bulletins, notices, newsletters, surveys, agendas, lists, menus, etc. as required and maintains appropriate files
- Assists in the preparation of county, federal, and state reports
- Maintains supplies/forms and submits requests for replenishment;
- Receives, sorts, and forwards correspondence, and telephone calls, and messages for staff members
- 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
- Registers new pupils and requests prior school records, withdraws transferring pupils, and forwards permanent school records
- Communicates with other schools and departments
- Schedules appointments and arranges conferences
- Provides direction to student office aides/volunteers

- Maintains up-to-date bus routes and bus numbers for students
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Two (2) 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)

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for eleven-month seven-hour employees – Range 11.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

SECRETARY I TITLE I 12 Month GRANT-FUNDED

POSITION: Secretary I Title I 12 Month Grant-Funded

REPORTS TO: Department of Equity, Engagement and Early Access

LOCATION: Title I Office; Title I Schools

NATURE OF WORK:

This is a skilled secretarial position responsible for specific functions in an office, at Title I schools and non-public participating schools. The work includes performing a variety of tasks in a highly sensitive environment. The work is performed under the general supervision of the site administrator or administrator's designee.

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:

- Conducts on-site follow-up reviews of Title I fiscal operations for compliance with policies regulations, laws, and audits
- Accurately types no less than 40 wpm from plain copy
- Answers telephone, greets visitors and directs them to the proper location
- Prepares correspondence, reports, forms, etc. as required and maintains appropriate files
- Coordinates and communicates with various departments and schools
- Utilizes technology to perform tasks
- Analyzes fund accounting, and verifies correct account coding
- Analyzes data from requisitions, invoices, and other reports for accuracy and reconciles, and verifies data
- Notifies others of expenditures in accounts
- Assists in the preparation of school, county, federal, and state reports
- Performs routine clerical tasks as needed, including typing, data entry, and filing
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Two 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)

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 11.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Revised: 07.2024