

**ST. MARY PARISH PUBLIC SCHOOLS
SCHOOL SECRETARY JOB DESCRIPTION**

POSITION: School Secretary

REPORTS TO: Principal

TERMS OF EMPLOYMENT: Following the probationary period as set forth in policy GBG, terms of employment are 180, 210, 220 or 240 days.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 114/2400

QUALIFICATIONS: Must demonstrate an aptitude or competence to perform assigned responsibilities; must hold a minimum of a high school diploma or its equivalent; strong interpersonal skills and a desire to be a team player; possess knowledge of general office procedures, operation of standard office machines, and file organization; competent in the use of various databases, MS Windows and Office programs, and email; superior verbal and written communication skills; ability to multitask and prioritize work.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Non-Exempt

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

Recordkeeping/Database Management

1. Maintain all office and school recordkeeping systems.
2. Maintain a web-based student database.
3. Track records and reports related to incidents, accidents, and daily attendance.
4. Use both computer and manual filing systems for efficient collection, retention, and retrieval of information.
5. Complete any necessary and assigned forms, including but not limited to purchase orders, supply orders, travel claims, timesheets, enrollment cards, and rosters.
6. Create and maintain student files.
7. Maintain records for teacher and student body funds, attendance, and other related school records as assigned.

Document Preparation

8. Prepare, create, and compose letters, reports, bulletins, and other documents for the school as directed by the School Administrators.
9. Answer routine correspondence for the School Administrators.
10. Prepare documents from rough draft, notes, recordings, or oral instructions.
11. Submit print requests.
12. Operate computer and standard office equipment.

Communication/Customer Service

13. Act as liaison between the school site and the general public by researching and conveying information concerning rules, regulations, policies, and laws.
14. Meet, greet, and direct visitors.
15. Address standard inquiries by letter, phone, e-mail, fax, or personal contact.
16. Maintain an internal communication system (Teacher Mailboxes, Pony Mail) which ensures that all staff, both instructional and support, are kept informed of needed information.
17. Coordinate the transfer of information between site/program and outside agencies and districts.
18. Interact with and assist students.
19. Assist students and parents/guardians by explaining and enforcing school requirements.
20. Communicate with administrative personnel (principal, assistant principal, curriculum facilitator, etc.) as necessary to resolve issues.
21. Maintain confidentiality of records.
22. Complete mandated trainings, such as ethics, administration of medicines, bullying, suicide prevention, etc., and administer minor first aid and medications.
23. Monitor students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
24. Communicate appropriately and work effectively with all populations.
25. Adhere to privacy laws of students and all staff.

Site Support

26. Ensure that appropriate calendars of activities are maintained for the school including establishment of schedules for parent conferences, school visitors, and other meetings.
27. Assist in the process of registering new students.
28. Generate a daily substitute list; assist as needed in arranging and scheduling substitutes.
29. Greet substitutes and assist with directions and questions.
30. Assist School Administrators and other staff in planning and preparing for staff meetings, in-services, conferences, and workshops.
31. Ensure appropriate security and safety methods are employed within the office.
32. Assist in the development of office procedures.
33. Order supplies and equipment for school, ensuring adequate levels are maintained.
34. Direct student workers for the purpose of providing guidance and meeting work requirements.
35. Work under limited supervision following standardized practices and/or methods.
36. Administer medication to students, check temperatures, and notify parents of student illness in the nurse's absences, as needed.
37. Exhibit a working knowledge of the St. Mary Parish Policies and Procedures Handbook and school faculty and student handbooks.
38. Perform any other duties as may properly come within the scope of said position or as may be assigned by the Principal.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ DATE _____