



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Secretary to Health Office

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma or equivalent
2. Knowledge of automated office equipment and excellent secretarial skills
3. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Director of Athletics and/or designated

Job Goal:

Provide secretarial services in an organized and professional manner.

Performance Responsibilities:

1. Create and/or maintain charts, monthly and final reports, physical lists, immunization request envelopes, letters and anything else that may need to be processed.
2. File health charts, doctor absentee notes, pull charts for physicals and any other filing that is necessary.
3. Answer phone when nurse is busy. Make phone calls when nurse requests to send ill students home.
4. Help with giving out and recording sport cards. Help with all record keeping.
5. Help with height and weight during screening time and assist nurse when necessary during emergencies by getting information to administration and any extra help that may be needed.
6. Help with sport physicals during the summer by getting student records ready and doing height and weight.
7. Responsible for scheduling and monitoring student aides.
8. Keep files for the school with relation to the Assistant Principals.
9. Type all letters, reports, teacher and coaches observations and evaluation for the Assistant Principals. Prepare all letters related to student discipline. Assist any other areas of need.
10. Perform routine procedures for student discipline in the Main Office.
11. Type suspension, detention and warning letters to parents.
12. Schedule parent conferences as instructed.
13. Perform other related duties as assigned by respective supervisors.
14. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy
Job Code:	9300