ADMINISTRATIVE SECRETARY – SCHOOL

Purpose Statement

The job of Administrative Secretary - School is done for the purpose/s of providing secretarial support to school-site administrator; conveying information regarding school functions and procedures; ensuring compliance with site's financial, legal and administrative requirements; and supporting the broad array of services provided to students, parents, instructional and support employees. The functions of this job classification require the performance of activities that are often of a highly confidential nature.

Essential Functions

- Administers first aid and medication to students under the direction of health professional for the purpose of meeting immediate health care needs.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings as assigned for the purpose of representing building administration, taking minutes, conveying and/or gathering information.
- Communicates with county employees, Central Office administration, government agencies, law enforcement, etc. for the purpose of resolving problems, coordinating processes and/or providing required information.
- Compiles data from a variety of sources (e.g. home school, private school, food services, product sales, etc.) for the purpose of complying with grant requirements.
- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Coordinates various activities as assigned (e.g. calendars, student announcements, substitutes, suspensions, student handbooks, school awards programs, speakers, luncheons, field trips, meetings, travel arrangements, staff coverage, facility usage, etc.) for the purpose of ensuring proper notification to parents, staff administrators, meeting staff needs and efficient utilization of personnel, equipment and facilities.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Handles funds (e.g. field trips, lunch money, fund raisers, book fair, book rental, athletic funds, ASB accounts, etc.) for the purpose of processing student fees, sale of products, etc.
- Inventories supplies and materials (e.g. copy paper, alternative materials, etc.) for the purpose of ensuring availability of items.
- Maintains various records (e.g. student files, financial records, attendance, reports, etc.) for the purpose of documenting and/or providing reliable information.
- Monitors assigned activities and/or program components (e.g. school site budget, account expenditures, student body accounts, purchase order documentation, account balances, grants, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Orients new site personnel regarding appropriate school and district practices for the purpose of effectively assimilating new personnel into site operations.
- Oversees student workers for the purpose of ensuring independent study course work is completed within established guidelines.
- Performs record keeping and general and program specific clerical functions for the purpose of supporting site activities and/or administrative requirements.
- Prepares written materials (e.g. state reports, attendance, enrollment, financial reports, minutes, brochures, newsletters, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. requisitions, schedules, purchase orders, incoming deliveries, new enrollees, agendas, mail, etc.) for the purpose of disseminating information and/or materials to appropriate parties.
- Reconciles cash accounts as assigned for the purpose of maintaining accurate balances and complying with accounting practices.
- Researches a variety of topics (e.g. current practices, policies, discrepancies in processes and/or documentation, etc.) for the purpose of providing information for addressing a variety of administrative requirements.

- Responds to inquires of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- Supervises students for the purpose of monitoring students referred for illness and/or disciplinary actions.
- Supports principal and/or other school administrative personnel for the purpose of providing assistance with their administrative functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; office methods and practices; and accounting/bookkeeping principles

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and monitoring the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization’s prerequisite requirements.

FLSA Status
Not Evaluated

Salary Grade
Classified 23