

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

SECRETARY II – CTE DEPARTMENT PERKINS GRANT FUNDED

POSITION: Secretary II – CTE Department Perkins Grant Funded

REPORTS TO: Principal

LOCATION: James A. Forrest Career and Technology Center

NATURE OF WORK:

This is a highly skilled secretarial position to support the success of initiatives aimed at leveling and enhancing secondary CTE programs. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the 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
- 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 the proper location
- Uses effective office procedures and bookkeeping procedures to complete tasks
- Participates in the establishment of work schedules of all clerical employees in the office to ensure that all work is disseminated
- Receives, sorts, and forwards correspondence and telephone calls and messages for staff members
- Schedules appointments, arranges conferences and maintains calendar for the site administrator
- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc. as required and maintains appropriate files
- Coordinates, prioritizes, and assures the quality and accuracy of work performed by other clerical employees
- Communicates and coordinates with other departments and schools
- Types and distributes correspondence, bulletins, notices, newsletters, surveys, agendas, lists, menus, etc. as required and maintains appropriate files

- Prepares and maintains pupil records and various related reports; verifies pupil information and files appropriate reports relating to CTE, Blueprint, and Perkins
- Assists in the preparation of county, federal, and state reports
- Provides training to other staff as necessary
- Maintains orderly office routines
- Processes requisitions and purchase orders
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school or GED
- Forty-eight (48) semester credits or 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)

Preferred:

- Additional secretarial training

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 15.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 03.2025, 5.2025

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

SECRETARY II – DEPARTMENT

POSITION: Secretary II – Department

REPORTS TO: Site Administrator

LOCATION: Various Sites

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the 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
- 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 the proper location
- Uses effective office procedures and bookkeeping procedures to complete tasks
- Participates in the establishment of work schedules of all clerical employees in the office to ensure that all work is disseminated
- Receives, sorts, and forwards correspondence and telephone calls and messages for staff members
- Schedules appointments, arranges conferences and maintains calendar for the site administrator
- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc. as required and maintains appropriate files
- Coordinates, prioritizes, and assures the quality and accuracy of work performed by other clerical employees
- Communicates and coordinates with other departments and schools
- 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

- Provides training to other staff as necessary
- Maintains orderly office routines
- Processes requisitions and purchase orders
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school or GED
- Forty-eight (48) semester credits or 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)

Preferred:

- Additional secretarial training

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 15.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025

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

SECRETARY II - SCHOOL

POSITION: Secretary II - School

REPORTS TO: Site Administrator

LOCATION: Various Sites

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
- 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:

- Registers new pupils and requests prior school records, withdraws transferring pupils, and forwards permanent school records
- Answers telephone and various inquiries from students, parents, staff, and the community
- Greets visitors and directs them to proper location
- Uses effective office practices and bookkeeping procedures to complete tasks
- Types and distributes correspondence, bulletins, notices, newsletters, surveys, agendas, lists, menus, etc. as required and maintains appropriate files
- Prepares and maintains pupil records and various related reports; 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
- 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
- Communicates with other schools and departments
- Schedules appointments and arranges conferences as needed

- 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/GED
- Forty-eight (48) semester credits or 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)

Preferred:

- Additional secretarial training

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 15.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025

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

SECRETARY II - TRANSPORTATION

POSITION: Secretary II -Transportation

REPORTS TO: Director of Transportation

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director of Transportation.

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
- 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
- Possess knowledge of effective office practices and bookkeeping procedures

DUTIES AND RESPONSIBILITIES:

- Answers and assists telephone callers
- Edits and mails letters
- Greets and assists visitors to the Department of Transportation
- Coordinates and communicates various items with other departments and schools
- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc. as required and maintains appropriate files
- Schedules appointments and arranges meetings
- Updates transportation databases as necessary
- Assists in start of school year operations
- Updates and organizes files and folders such as Board of Education policies and regulations
- Provides parents/guardians with bus stop information
- Provides schools with bus route information
- Directs callers and visitors to the correct transportation forms
- Assists in preparation of Federal, State, and local reports
- Researches bus complaints
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:**Required:**

- High School Diploma or GED
- Forty-eight semester credits or 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 employment)

Preferred:

- Additional secretarial training

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees- Range 15.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025

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

SECRETARY II – VOCATIONAL SUPPORT APPRENTICESHIP MARYLAND PROGRAM

POSITION: Secretary II – Vocational Support Apprenticeship Maryland Program

REPORTS TO: Site Administrator

LOCATION: Dr. James A. Forrest Career and Technology Center

NATURE OF WORK:

This is a skilled secretarial position responsible for supporting the Vocational Support Coordinator for Work Based Learning Apprenticeship Maryland Program. The employee typically works independently maintaining documents, scheduling appointments, creating, and monitoring databases, and preparing any necessary reports the coordinator may need. 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
- 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
- Keeps a detailed calendar of events and meetings
- Prepares reports, databases, and other documents needed by the Vocational Support Coordinator
- Types and distributes correspondence, bulletins, notices, newsletters, surveys, agendas, lists, menus, etc. as required and maintains appropriate files
- Assists in the preparation of county, state, and federal reports
- Maintains supplies/forms and submits requests for replenishment
- Receives, sorts, and forwards correspondence and telephone calls and messages for staff members
- Communicates with Career and Technology Center education staff to assist in supporting Career and Technology students
- Provides ongoing support to the Vocational Support Coordinator
- Communicates with other schools and departments

- Communicates with local businesses and employers
- Assists in the marketing for the Apprenticeship Maryland Program
- Schedules appointments and arranges conferences as needed
- Provides direction to Youth Apprenticeship employers
- 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
- Forty-eight (48) semester credits or 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)

Preferred:

- Additional secretarial training

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 15.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Revised: 07.2024, 5.2025