

Job Title: **Secretary, High School**
Job Family: **School Based Support**
Pay Program: **Classified**
Typical Work Year: **10 months**

Job Code: **1315**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G8**

SUMMARY: Responsible for providing administrative support to various positions and departments at the school location. Duties include, but are not limited to, answering/screening phone calls and visitors, scheduling appointments, preparing documents and reports, receiving and responding to inquiries and requests, entering and retrieving data using the computer and/or the District student information system, and coordinating and assisting with school events.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building/department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide administrative support in the school office or for a department, including creating documents such as memos, reports, and schedules and updating the department website. Greet and screen visitors; handle mail, supplies, and purchasing card mapping. Respond to inquiries from students, staff, and parents; relay messages over the public address system; assist with emergency communications; and supervise students in the office. Data entry, maintaining student records, and assisting staff with various administrative tasks related to attendance, discipline, and school events.	D	30%
2. Enter and/or retrieve data using the computer, student information system, district financial, or other automated systems. Responsible for data entry and reporting in the student attendance system. Data may include discipline, eligibility, fines, fees, student information, class schedules, lockers and/or parking permits, or other information. May assist in maintaining and monitoring student files/records, mailing student records as requested, requesting and obtaining student records from other schools/districts, purging files, and/or arranging for electronic record keeping.	D	30%
3. Assist staff, counselors, assistant principals, and athletic directors with various duties, including attendance letters, truancy tracking, discipline letters, senior failure letters, credit loss, and managing activity contracts. Responsible for scheduling various department-specific events/activities including interviews, substitute coverage, athletic events, transportation for teams, and game workers. Assist with paying game workers.	D	15%
4. Create and maintain master calendar for school. May assist with various aspects of school events, conferences, several types of field/class trips, open houses, school tours, athletic events, assemblies, student recognition programs, graduation and/or other school events as needed. Duties may include coordinating the room set-up, preparing signs, arranging for refreshments, printing certificates, printing and sending invitations and/or distributing awards and other related activities. May check-in student-athletes for sports; monitor eligibility and current student-athlete physicals; acquire and confirm officials for athletic events. May assist with collecting money.	M	15%
5. May maintain student attendance by listening to attendance lines, contacting parents, performing data entry of absences and tardies into student system, running attendance reports, flagging attendance concerns in district student system, and sending attendance letters to parents. Verify that teachers have taken period attendance.	D	9%
6. Perform other job-related duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of (3) years of computer and general office experience.
- Experience working with school-age children preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications are preferred, and they may be required within (3) months.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Time management, organizational, and prioritization skills.
- Basic math skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with Google applications.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key, etc. preferred; required within 2 weeks after hire.
- Operating knowledge of district student information system required within (1) month after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, Assistant Principal, or Office Manager	3080, 3083, 1301

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

- May assist, direct the work of, keep attendance for and provide grades to Student Office Aides.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May be responsible for collecting monies for various events, entering in database, preparing deposits for Bookkeeper, and mapping p-card.
- May be responsible for payment of athletic officials through school athletics office.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	