MOORE PUBLIC SCHOOLS

Job Title: **Secretary/Clerk (Jr. High & High School Attendance)**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers and basic office skills.

Training or Experience Required: 2 years of secretarial experience. Minimum of 1 year with computer experience using word processing, databases, and/or spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English. May compose some correspondence for Principals.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Proficient skills in typing/word processing

Site: **Various Schools**

Reports To: **Principal or Assistant Principal**

Job Goal (Purpose of Position): Performs semi-skilled level secretarial/clerical duties under limited supervision to assist the Principal and Assistant Principal in the efficient functioning of the school. Works with parents, children, faculty, and other schools and departments. Is responsible for assisting with clerical and minor administrative details.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. The incumbent is expected to try and resolve parental complaints but if not able to do so, will refer the caller to the principal.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident, injury or further illness to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions:

1. Receives and records calls from parents regarding student absences.
2. Notifies appropriate staff of student absences.
3. Prepares lists, records and reports for Principal, counselors and teachers as needed.
4. Records daily student absences.
5. Initiates contact with parents who do not call in regarding student absences.
6. Assists in typing, filing and receptionist responsibilities as requested.
7. Provides relief for secretary as needed.
8. Maintains confidentiality of all information.
9. Schedules appointments for the Assistant Principal.
10. Performs other responsibilities as requested by the Principal and Assistant Principal.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone.

TERMS OF EMPLOYMENT:	185 days per year
SALARY:	Category A
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 8/9/1993
Revised 11/27/2000
Revised 2024-25 Negotiated Contract