



Secretary III (Assistant Secretary Secondary Schools)

Purpose Statement

The job of Secretary III (Assistant Secretary Secondary Schools) is performed for the purpose of providing a variety of administrative and secretarial support to assigned school site administrators. This includes monitoring assigned activities and providing information, recommendations, and/or direction as requested by the assigned administrator.

Supervisory Relationship

Reports to: Assistant Principal, High School

Essential Functions

- **Administer Medication and Health Needs:** Administer prescribed medication and attend to the health needs of students in the absence of the nurse, including situations with exposure to blood and bodily fluids, ensuring compliance with District guidelines.
- **Assist School Resource Officer:** Provide necessary administrative support, including preparing confidential demographics and communicating with students.
- **Coordinate Substitutes:** Contact substitutes from the available list to fill specific grade-level needs.
- **Manage Safety Procedures:** Coordinate safety procedures, including lockdowns, shelter-in-place, and physical plant emergencies, and monitor building main entrance to ensure student and staff safety.
- **Create Documents and Materials:** Develop documents and materials for various purposes, including daily announcements, website updates, parent communication, newsletters, schedules, handbooks, and brochures.
- **Greet Visitors:** Handle inquiries, direct visitors to appropriate destinations, and ensure effective communication with visitors and parents.
- **Maintain Records:** Manage a variety of manual and electronic documents and records, such as emergency information, employee records, financial records, work orders, facility use, and student records, ensuring they are up-to-date and compliant with administrative guidelines and legal requirements.
- **Manage Attendance System:** Maintain the automated student attendance system, notify parents/guardians of absences, obtain attendance records, prepare reports, and research discrepancies.
- **Manage School Processes:** Oversee various school processes and procedures, such as student ID cards, STARS Reports, and CPI Certifications.
- **Participate in Meetings:** Attend and participate in meetings, workshops, and trainings to provide or receive information, record minutes, and support the needs of attendees and administrators.
- **Prepare Documents:** Create a variety of documents, including correspondence, agendas, minutes, event programs, bulletins, reports, schedules, calendars, and confidential documents.
- **Prepare Specialized Reports:** Develop specialized documents and technical reports related to student testing, deportment, accidents, enrollment, suspensions, and withdrawals.
- **Process Documents:** Handle documents and materials such as time sheets, work orders, requisitions, travel reimbursements, and budget transfers to disseminate information in compliance with guidelines.
- **Manage Mail:** Process incoming and outgoing mail to ensure timely delivery to faculty and staff.
- **Provide Health/Medical Support:** Address health and medical needs, including emergencies and daily student health needs.
- **Support Administrative Processes:** Assist with organizational processes for summer school, student services, student activities, budgets, locker assignments, student counseling, sports fees, NDHSAA reports, and student testing.

- **Respond to Inquiries:** Address inquiries from internal and external parties, including staff, parents, students, and public agencies, to provide information and facilitate communication.
- **Supervise Students:** Oversee students before, after, and during school, including those brought to the office for discipline procedures.
- **Support Administration:** Provide administrative support, including handling confidential reports, graduation processes, travel arrangements, and clerical tasks.
- **Adhere to School Policies:** Follow and enforce school policies and procedures in all aspects of the job.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Ability to operate standard office equipment and use pertinent software applications.
- Competence in planning and managing projects.
- Strong written and verbal communication skills.
- Proficiency in preparing and maintaining accurate records.

Knowledge

- Basic math skills, including calculations using fractions, percentages, and ratios.
- Ability to read technical information, compose documents, and facilitate group discussions.
- Understanding of business telephone etiquette, school regulations and processes, and grammar and punctuation concepts.

Abilities

- Schedule activities, meetings, and events.
- Gather and collate data.
- Work with others in a variety of circumstances.
- Utilize defined processes to work with data and operate equipment using standardized methods.
- Maintain confidentiality, meet deadlines, and work with frequent interruptions.
- Establish effective working relationships and handle multiple projects.

Responsibility

Work under limited supervision following standardized practices and methods. Lead, guide, and coordinate others. Track budget expenditures. Utilize resources from other work units as required to perform job functions. Have a continual opportunity to impact the organization's services.

Work Environment

Physical demands include some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, and fine finger dexterity. Generally involves 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience

Job-related experience is required

Education

High school diploma or equivalent

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade
SJ