

Guidance and Activities Department Secretary

Purpose Statement

The job of Guidance and Activities Department Secretary is done for the purpose/s of providing complex and confidential secretarial and administrative support to the guidance and athletic departments; performing specialized and responsible clerical and technical tasks related to the maintenance of student records and files; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and maintaining an automated student information system.

This job reports to Principal/Activities Director

ESSENTIAL Functions

- Assists with the administration of home activities and organization of activity functions (e.g. programs, timers, scorers, officials, schedules for programs, clerical duties at all regional and state tournaments, etc.) for the purpose of supporting the school and the Activities Director in the completion of their work activities.
- Compiles data from a wide variety of sources (e.g. student information, activity schedules, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Composes documents and correspondence (e.g. standardized correspondence, activities schedules, parent letters, newsletter, evaluations, etc.) for the purpose of documenting events, or providing and/or preparing information for assigned administrator.
- Consults with administrators and/or guidance counselors of possible student credit deficiencies or unusual placements for the purpose of ensuring accurate information and student success.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meeting, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion and in conformance to established guidelines.
- Distributes items within the site (e.g. mail, orders, messages, etc.) for the purpose of ensuring receipt to addressee.
- Evaluates situations (e.g. involving staff, coaches, officials, students, parents, public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Greets individuals (e.g. visitors, parents, students, coaches, vendors, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building procedures.
- Interprets and evaluates transcripts of incoming students for the purpose of transferring grades and semester credit hours into the district student information system.
- Maintains a wide variety of manual and electronic documents files and student records (e.g. grades, transcripts, eligibility lists, activity schedules, class schedule for students and teachers, etc.) for the purpose of documenting and/or providing reliable information relative to student records and activities.

- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, graduation requirements, Hathaway scholarship requirements, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs record keeping and clerical functions (e.g. keyboarding, copying, faxing, e-mailing, answering telephones, etc.) for the purpose of supporting assigned administrator and/or site personnel.
- Performs enrollment and withdrawal activities on the automated student information system and prepares and maintains permanent student record and cumulative folders for all students for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, operational procedures, budget information, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Processes a wide variety of documents and materials from students, other districts, colleges/universities, staff, administrators, and other athletic departments (e.g. transcripts, grades, schedules, budgets, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents assigned assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, transcripts, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Reviews established guidelines in evaluating incoming student transcripts for the purpose of ensuring their conformance with district grading, curriculum and course systems.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects, and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; and common office machines.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. 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 ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

8/1/2012

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4/30/2024

Salary Grade