

**MEIGS LOCALBOARD OF EDUCATION
JOB DESCRIPTION**

Position: High School Secretary

Reports to: Principal

Employment Status: Regular/215 Days

Description: Provide clerical assistance for the efficient and effective operation of the school administrative offices. Assist where appropriate the instructional and support staff as well as students, parents, and members of the community

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Prepare correspondence and other typing duties as may be directed by the Principal or Assistant Principal
- Provide an accurate accounting for all monies received
- Prepare supply, material, and equipment requisitions
- Prepare attendance and announcement list for staff
- Maintain check out/in register
- Assist in the maintenance of scheduled appointments, conferences, and interviews of immediate supervisor
- Prepare both statistical and routine reports, memoranda, bulletins, etc.
- Maintain and account for departmental requisitions and purchase orders
- Coordinate maintenance, repair and supplies for copy machine, fax machine and other office equipment
- Order and distribute departmental and individual classroom supplies, teacher, and student handbooks
- Distribute and collect staff leave forms
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Operate and maintain all office equipment including copier, fax machine and computer
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Handle routine correspondence independently
- Input information into and retrieve information from computer
- Open office at the beginning of each workday
- Prepare correspondence and other typing duties as may be directed by the principal
- Prepare supply, material, and equipment requisitions
- Assist in the supervision and training of office aides
- Instruct new employees in office procedures and duties
- Open and sort mail daily
- Issue appropriate passes to students
- Keep accurate records of staff absences and compensatory time
- Prepare for graduation
- Keep a record of all visitors to the building
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and papers Principal Report – Substitute packets
- Assist with securing substitute teachers
- Maintain Parking passes
- Sports Safety and drug test tracking
- Requisitions creation
- Beginning year – Athletic Passes – Student forms handed out first of the year to homeroom teachers
- Staff Handbooks
- Revise Schedules, forms and other directives as needed
- Budget Statement for Principal Fund
- Parent/Teacher Conferences set up

Other Duties and Responsibilities:

- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required
- Perform other duties as assigned by the Principal or Superintendent

Qualifications:

- High school diploma or equivalent required
- Associate degree preferred
- Less than one-year related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copy machine, fax machine
- Excellent computer skills
- Ability to utilize appropriate computer software

Equipment Operated:

- Fax machine
- Computer/printer
- Calculator
- Copier
- Typewriter
- Laminator
- Postage machine
- Telephone

Additional Working Conditions:

- Exposure to blood, bodily fluids, and tissue
- Interactions among unruly children
- Repetitive hand motion, e.g., computer keyboard, typing
- Interruption of duties by students, visitors, staff and/or telephone
- Requirement to work overtime as approved by the Superintendent

**** This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.***