JOB DESCRIPTION

Position: Secondary School Secretary
Status: 10-month Classified
Reports to: Secondary School Principal
Salary: Classified Salary Schedule, Column C

Desirable Qualifications:

- High school diploma or equivalent
- Exceptional organizational skills
- Outstanding attention to detail
- Excellent communication, public relations and interpersonal relations skills
- Experience supervising youth consistent with the age group of the school
- Familiar with office equipment and technology
- Proficient in the use of computer applications (position may use Windows & Macintosh platforms, Google Suite, MS Office Suite, PowerSchool, Red Rover, Square, and Tyler Technologies)
- Ability to work independently, keep accurate records, and complete assignments.
- Ability to plan, organize, and facilitate unexpected heavy volumes of work and accept additional duties as requested.
- Ability to maintain professionalism and confidentiality in a busy office environment.
- Ability to clearly articulate information requested when receiving and screening visitors and scheduling appointments.

Performance Responsibilities: Organize, coordinate, schedule and perform office functions at a public middle school; serve as secretary to the Principal.

General Responsibilities:
Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to school conversation.
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

Essential Functions of the School Secretary

- Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a middle school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Operate a variety of business and office machines including fax machine, calculator, computer, copiers, and communications equipment.
- Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel
- Complete bi-weekly deposits and reports in PowerSchool, Tyler Technologies, and Revtrak.
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences.
- Compose and respond to routine correspondence; open, sort, review and route mail; Review and prioritize all school correspondence for principal.
- Assist in preparation of district reports, board reports and projects.
- Maintain school calendar and coordinate dates with district administrative assistant; assist with the scheduling of facilities and district vehicles.
- Type and distribute school bulletin, flyers, and newsletters to parents, staff members, students and community; schedule and notify media of meetings and events.
- Manages and monitors the school website and social media accounts.
- Type purchase orders for middle school staff and class and club accounts. Maintain records of amount spent by each teacher or club for department accounting.
- Purchase supplies and equipment for secondary school office.
- Makes travel arrangements for the staff for attendance at local, state and national conferences.
- Check in and distribute freight.
- Oversee and coordinate the Secondary Local School Lunch Program
- Count and receipt all money received from activities and fundraising, deposit into appropriate account.
- Maintain a log of visitors to the school and volunteer hours.
- Assist staff in maintaining up-to-date inventories, accurate records of properties and organization of assigned areas.
- Assist students who are ill or injured; contact parents or Emergency Medical Services as appropriate. Administer medication when necessary following district policy.
- Conduct the duties and responsibilities of School Registrar:
    - Prepare all documents for school registration and assist parents and students with the registration process (answer questions about classes, schedules, etc.); collect, receipt and track student fees
    - Maintain student information system using student accounting software: accurately enter student demographics, schedule all students in classes; verify daily attendance, prepare report cards, progress reports and other electronic reports required by the district.
    - Use school messaging system to convey information to parents, especially in times of crisis
    - Maintain student cumulative and health files. File all report cards, progress reports, health information and all other documents regarding each student.
    - Respond to requests for student records in a timely fashion.
    - Maintain student immunization records, complete all required training, and submit reports to the state.

- Work with the Activities Director to create travel slips and grade checks for student activities
- Supervise scheduled classes both online and in-person; fill in as a substitute teacher as needed
- Monitor students during lunch and between classes
- Maintain school gaming permit following all state regulations and requirements; administer all raffles and assist in filing annual reports as required.
- Takes safety precautions and reports any unsafe conditions.
- Promptly submits accurate accident reports.
- Other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand the above job description.

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Signature of Employee Date

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Printed Name

Revised: November 9, 2026

It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex or disability.