

School Secretary - Secondary

Purpose Statement

The job of School Secretary - Secondary is done for the purpose of providing support to the educational process with specific responsibilities for providing clerical and administrative assistance duties to support middle school attendance, high school attendance or counseling office; establishing and maintaining records; compiling and distributing materials and reports; and performing clerical duties to support administrative staff under the direction of the Office Manager.

This job reports to Assigned Supervisor

Essential Functions

- Administers first aid and prescription medications to students, under the direction of a health care professional, for the purpose of meeting immediate health care needs within established guidelines as required.
- Assists with the coordination of substitute coverage as requested for the purpose of maintaining instruction in the absence of the teacher.
- Assists with financial transactions as needed for the purpose of maintaining accurate records in compliance with accounting and record keeping practices.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Assists or directs functions in support of state and federal testing, as requested, for the purpose of meeting established guidelines and requirements.
- Initiates Independent Study for students with extended absences in accordance with District policy for the purpose of maintaining learning and ensuring compliance with all aspects of independent Study policies and procedures.
- Maintains needed documentation and materials in case of emergencies and assists with emergency preparedness procedures, protocols and drills, for the purpose of ensuring safety of students and staff.
- Maintains and prepares a variety of documents, files, logs and records, including information of a confidential nature as requested for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages parent and student information and records using the District's software database for the purpose of ensuring school compliance with established guidelines and procedures.
- Oversees information for field trips and sporting events for the purpose of ensuring that field trip and sporting events procedures are met.

- Performs a variety of responsible administrative support duties (e.g. verifies and records attendance information, handles excuses for students in sports, keeps attendance for students released for games, creates reports for athletic director, compiles data and prepares reports, creates and maintains filing systems, etc.) for the purpose of documenting activities, providing written reference, and/or preparing for auditing purposes.
- Prepares and processes information and materials for permanent official student records for the purpose of documenting information in compliance with established administrative guidelines.
- Provides training and work direction to student assistants and TAs as assigned for the purpose of offering guidance and complying with established guidelines.
- Provides assistance with maintaining school site keys in a secure location for the purpose of maintaining campus security.
- Schedules meetings and maintains calendars for the purpose of making necessary arrangements for assigned administrator and providing information.
- Screens phone calls, e-mails and visitors for the purpose of providing information concerning the school issues and/or providing direction to appropriate personnel.

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 potential need to 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; preparing and maintaining accurate records; and correct English usage, grammar, spelling, punctuation and vocabulary.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: oral and written English communication skills; concepts of grammar and punctuation; codes, regulations & laws related to student attendance; District student attendance policies, procedures and terminologies; methods and techniques and terminology involved in maintenance of permanent student records; telephone etiquette; using tact and good judgement; and compiling and preparing complex reports.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify 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 and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; 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 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: establishing and maintaining effective working relationships; working with detailed information/data and meeting deadlines and schedules; communicating with diverse groups of individuals; working with frequent interruptions; adapting to changing work conditions; maintaining confidentiality; and reading, writing and communicating clearly in English.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual 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 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Two years of clerical experience, preferably in a school setting.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses

District Mandated Training

Certificates and Licenses

CPR/First Aid Certificate

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 18