



Position Title: **Secretary II Middle School/High School**

Department: Building

Reports To: Principal

SUMMARY: Serves as secretary to the principal and as facilitator for the school/public being served in communicating information, problem solving, material acquisition, record keeping and building permits. To establish and maintain an organized system of procedures designed to give maximum services to both school and general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Provides a wide variety of secretarial and clerical duties for the principal and school staff
2. Act as receptionist giving authorized information to public regarding school matters over the desk and by telephone
3. Makes and receives telephone calls, takes messages, routes calls
4. Maintains school records and files for building, principal and related requirements
5. May be asked to translate, if applicable
6. Enrolls students and assists with maintaining transcripts
7. Assists with maintaining a variety of employee and student records
8. Distributes mail
9. Correspond with district staff and stakeholders via email
10. Greets visitors and assists others with various problems and questions
11. Occasionally types, prepares, distributes, files records/reports, correspondence, mailings etc. related to building functions and principal needs
12. Obtain, gathers and organizes pertinent data into usable formats
13. Orientates substitute teachers
14. Processes attendance/payroll for the Instructional Assistants
15. Takes and transcribes notes for correspondence
16. Provides appropriate first aid to students as required
17. Attends Open House and/or conferences
18. Orders, processes, and maintains office materials and equipment
19. Serves as confidential secretary to the principal
20. Assists with maintaining a schedule of appointments and arranges for conferences and interviews
21. Assists with registering new students and processes new student records including providing orientation for new students, parents, and staff as directed by principal or counselor
22. Administers medication according to policy and regulations
23. Distributes community/district flyers
24. May be asked to process requisitions and purchase orders
25. May be asked to collect and deposit money for various purposes

- 26. May be asked to contact parents regarding attendance
- 27. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Student Aides

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); one to three years related experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 55 words per minute. Ability to operate a personal computer and related software. Ability to get along with other people. Patience in dealing with parents and small children. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, crawl or climb stairs. In an 8 hour day, employee may: stand/walk 1-4 hours; sit 4-6 hours. Employee may use hands for repetitive single grasping and fine manipulation. The employee will occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date