



Position Title: **Secretary III 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, cash handling, 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, counselors and school staff
2. Works in cooperation with other building secretaries
3. Answers routine phone inquiries, takes messages for students and staff, routes calls, releases authorized public information regarding school matters
4. Maintains staff records in student information system
5. Assists with registering new students and processes new student records including providing orientation for new students, parents, and staff as directed by principal or counselors
6. Maintains student demographics and schedules in student information system
7. Provides student information to support personnel services and various agency staff as directed by principal or counselors
8. Maintains ADM records and other state reports
9. Responsible for ADM reporting and audits
10. May be asked to translate, if applicable
11. Types, prepares, distributes, records, reports, correspondence etc. related to school functions
12. Correspond with district staff and stakeholders via email
13. Maintains school bell system
14. Takes/transcribes notes for correspondence
15. Accepts responsibility for activities of students office aides assigned to counseling/main office
16. Provides appropriate first aid to students as required
17. Attends Open House and/or conferences
18. Serves as confidential secretary to the principal
19. Administers medication according to policy and regulations
20. 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); Associates Degree (Office Management); plus three to five years in general office work and/or training; or equivalent combination of education and 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. Demonstrated ability to operate a personal and mainframe computer and related software. 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 acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

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 in 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