



Position Title: **Secretary III Middle School**

Department: Building

Reports To: Principal

SUMMARY: Serves as secretary to the counseling/administrative staff by processing and maintaining accurate staff/student records and completing other tasks as assigned by supervisor.

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. Collects and distributes keys to staff and substitutes
4. Answers routine phone inquiries, takes messages for students and staff, routes calls, releases authorized public information regarding school matters
5. Maintains staff records in student information system
6. Assists counselors with registering new students and processes new student records including providing orientation for new students, parents, and staff as directed by principal or counselors
7. Maintains student demographics, grades, transcripts and schedules in student information system
8. Provides student information to support personnel services and various agency staff as directed by principal or counselors
9. Maintains ADM records and reports
10. Responsible for ADM reporting and audits
11. Distributes, manages and collects timesheets
12. Manages student attendance and records attendance in student information system
13. Verify and assist in record management of special programs
14. Process outgoing mail
15. Secures and prepares documents for substitutes
16. Types, prepares, distributes, records, reports, correspondence etc. related to school functions
17. Processes and maintains student records, including printing and distribution of student report cards
18. May be asked to translate, if applicable
19. Accepts responsibility for activities of students office aides assigned to counseling/main office
20. Provides appropriate first aid to students as required
21. Correspond with district staff and stakeholders via email
22. Attends Open House and/or conferences

- 23. Serves as confidential secretary to the principal
- 24. Administers medication according to policy and regulations
- 25. 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 usually moderate. The employee continuously is interacting with the public, staff and students.

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