

Position: School Administrative Secretary	Position Number:
Department/Site:	FLSA: Non-exempt
Reports to/Evaluated by:	Salary Grade: 30

Summary

Performs regular, recurring, yet complex secretarial and administrative support duties, including but not limited to reception, preparation of documents in manual and electronic formats, document filing and retrieval systems, private student records, and basic business/financial record keeping. Performs administrative support to an academic learning or team director, or the equivalent in scope of responsibility.

Distinguishing Career Features

The School Administrative Secretary represents the second career path for secretarial and administrative support at a school site. The Administrative Secretary performs secretarial duties, usually in support of an Assistant Principal or equivalent academic administrator, requiring procedural knowledge of school site operations, secretarial skill, and the ability to work with student services, records, attendance, and counseling. Advancement potential exists in two directions. Advancement potential exists to a senior level Administrative Secretary requiring advanced secretarial skills and knowledge of school site operations, categorical programs and pupil services. The Senior position will usually support a service that while located at a school site, has district-wide implications. Advancement potential also exists to School Office Manager where incumbents are expected to serve in a leadership role over a school’s central office services and usually leading a small team of site-based support staff.

Essential Duties and Responsibilities

- Plans, schedules, and performs a variety of secretarial and clerical work related to academic, student activity, or other assigned cluster/work team needs. Maintains calendars for one or more school site administrators and assists with projects.
- Receives walk-in guests and telephone inquiries from a variety of individuals including students, parents, and administrators. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.
- Provides specific support to academic and student services such as and not limited to counseling, assessment and academic/career exploration, discipline, and testing. May provide support to student activities, athletics, and clubs.
- Performs scholarship, grant, and financial aid research. Develops and maintains contact with local scholarship committees, service organizations, and national scholarships. Prepares periodic communications and flyers about available scholarships.
- May assist or direct students and parents in their efforts to seek out scholarship opportunities. Provides guidance for and assists with interpretation of scholarship application questions.

- Prepares rosters for a variety of administrative uses such as testing, athletic eligibility, waivers, awards, and other events and activities. Follows up with testing materials, and supporting documents.
- Coordinates and schedules meetings as directed. Prepares schedules and informs participants, confirming dates and times.
- Establishes and maintains filing systems on a variety of subject matters. Prepares and a variety of forms and standardized reports. Compiles information from various sources to support and accompany internal and external reports.
- Accesses and enters information to electronic student records and other administrative databases. May maintain specialized databases relevant to area of assignment.
- Works with students, enrolling in special programs, testing, coordinating special events etc. May assist with administering, scoring, and filing test results.
- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, and handbooks for distribution and use by administrators, teachers, students, and parents. Prepares informational packets for others to use in presentations.
- Composes letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions and documents. Reviews forms and materials for completeness, accuracy and conformance with established requirements.
- Prepares and processes purchase orders, invoices, and other administrative documents. Follows-up on approved purchases for delivery status, costs, and in the case of project-oriented services, work in progress and outstanding balances.
- Responds to requests for information of a specialized or private nature requiring the use of discretion and judgment in explaining regulations and procedures.
- Serves as a point of contact for a central or satellite office cluster, receiving calls, assisting with walk-in traffic, handling attendance matters, and student admissions.
- May provide basic technical support to computer applications used by site-based support staff for data and communications.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and database software used in education. Requires business mathematics skills to compute sums and basic statistics. Must be skilled in using and troubleshooting various standard office machines. Requires well-developed skill using the English language,

grammar, spelling, punctuation, proofreading/editing, to prepare professional, esthetic correspondence. Requires sufficient human relations skills to present a positive image of the School, convey technical information to others, and use patience in dealing with a diverse population.

- **Abilities**

Requires the ability to perform all of the duties of the position efficiently and in an open environment with interruptions and distractions. Must be able to perform clerical and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District, site, and department organization, operations, programs, functions and special department terminology when performing assignments. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with staff, current and prospective students, external organizations, and the public using patience and courtesy. Requires the ability to use a personal computer to produce correspondence, promotional materials, layouts, and conduct research. Requires the ability to maintain confidentiality of private and sensitive information.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, requiring repetitive motions.

- **Education and Experience**

The position typically requires a high school diploma and college-level coursework in a general business discipline, or equivalent, and three years of progressive experience providing administrative support in a school setting. Additional progressive experience may substitute for some post-secondary experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.