



## Job Description

**POSITION TITLE:** *School Secretary I*

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### **SUMMARY OF POSITIONS:**

This is a school site position, directly responsible to the school principal. This employee is the first contact most people will have with the school. Because of the nature of this job, multitasking throughout the day is a must. In addition to operating a variety of office machines accurately, this person must be computer literate in order to perform a variety of specialized clerical and secretarial work according to prescribed procedures and/or instructions within broadly defined policies. This person must work independently with minimal supervision and willingly to do other related school site work is required.

### **DIRECTLY RESPONSIBLE TO:**

Under the direct supervision of the Principal with technical guidance and assistance from the District Office. Generally works independently.

### **DUTIES:**

- ✓ Compiles, assembles, tabulates, and verifies financial and statistical data,
- ✓ Maintains comprehensive files containing pertinent historical data as required,
- ✓ Compiles data for required State reporting of student attendance,
- ✓ May make and receive phone calls and notes regarding student absences.
- ✓ Attend meetings to learn new procedures,
- ✓ May register and enroll students and maintain student demographic information.
- ✓ Answer phones and respond to public inquires,
- ✓ Solve situations or offer solutions to situations,
- ✓ Assist the public and staff in finding answers for giving and receiving information,
- ✓ Establish a cooperative working relationship and maintains a cheerful attitude,
- ✓ Be flexible and receptive to change,
- ✓ Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

PC computer skills. Experience in school procedures. Knowledge of Microsoft Word, Microsoft Excel, and Microsoft Outlook.

### **KNOWLEDGE OF:**

Ability to operate various office machines including copiers, adding machines, typewriters, telephone systems and other equipment. Ability to competently use computer programs such as Word, Excel, etc. ability to learn new computer programs as presented such as SASI student attendance program. Must be able to work well with coworkers, parents, staff members, students, and community members. Must be able to work with little supervision throughout the day. Must be flexible and sensitive to the needs of others. Minimum education of a high school graduate, AA degree in business or office work preferred. A minimum of two years in a secretarial position, preferably in an educational setting.

### **ABILITY TO:**

From direction of the school principal and/or other site administrator, is able to take and transcribe notes of correspondence, memoranda, reports, agendas, contracts, and other forms of communication.

Prepares and maintains student files including cumulative files, health files, behavior files, special education files, etc. Communicates with other school districts regarding the transfer of student records to and from the site. Maintains active school enrollment figures by teacher and grade level. Assists students and parents in a variety of school related matters; answers telephone calls and provides information as available to the public. Maintains daily attendance records and prepares monthly attendance reports using the current SASI student attendance program. Checks daily attendance lists for tardies. Contacts students and parents to verify absences. Based on school policy, interprets rules and regulations to students, staff, and parents. Maintains accurate records. Assists in the orientation and training of new site employees. May assist in other areas of school clerical activities during times of reduced office staff or at peak work periods. May do other site and district office related duties as requested. Operate a variety of office machines.

**EDUCATION AND EXPERIENCE:**

Graduation from high school, preferably supplemented by junior college, university or business school, with a minimum of two years secretarial, educational field preferred.

**ADA REQUIREMENTS:**

This employee must have the ability to: exert high physical effort; walk and stand for moderate length of time; see and read a computer screen and printed matter with or without vision aides; speak, hear, and understand at normal levels and on the telephone; lift and handle moderate to heavy packages or pieces of equipment up to 50 pounds; bend, twist, reach in all directions, stoop, kneel, run, and crawl periodically; operate a variety of office equipment; and work at a desk, conference table, or in various meeting configurations for extended periods of time.

**WORKING CONDITIONS:**

School office environment; subject to many demands on time and constant interruptions.

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Board Approved: \_\_\_\_\_  
Secretary to the Board

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_