



SECONDARY SCHOOL SECRETARY

Purpose Statement

The job of a Secondary School Secretary was established for the purpose(s) of providing administrative support at a school site; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

This job reports to the School Site Principal.

Essential Functions

- Communicates with a variety of individuals (phone calls, emails, in person) to provide general information and direction as needed.
- Administers first aid and prescription medications to students as required due to the unavailability of a nurse for the purpose of meeting immediate health care needs within established guidelines.
- Monitors the entry of students and visitors to ensure security and safety of student and school personnel.
- Coordinates a variety of projects, functions and/or program components (e.g. meetings, in-service events, kindergarten registration, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic documents, files, and records (e.g. emergency information, student attendance, cum folders, teacher handbooks, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements
- Prepares a variety of documents and materials (e.g. standardized/special reports, letters to parents, passes for students, correspondence, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. report discrepancies, status changes, absence verifications, substitute requests, student enrollments and withdrawals, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches assigned topics (e.g. discrepancies of attendance information and/or documentation, current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information.
- Directs student workers for the purpose of providing guidance and meeting work requirements.



Other Functions

- Performs other related duties as assigned by the Superintendent for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective communication; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office equipment/software; and English grammar, punctuation, and spelling.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: flexibility; establishing and maintaining effective working relationships; meeting deadlines and schedules; working with frequent interruptions; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures.

Working Environment

The usual and customary methods of performing the job's functions required the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing.



EXPERIENCE: Job related experience is preferred.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None

REQUIRED TESTING:

CERTIFICATES & LICENSES:

FLSA STATUS:

None Specified

Non Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:

SALARY GRADE:

Criminal Justice Fingerprint/Background Clearance

Classified