



WCS Online 9-12 Secretary



Job Overview

The job of a WCS Online 9-12 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 WCS Online Principal.

Job Functions

- Communicates with a variety of individuals (phone calls, emails, in person) to provide general information and direction as needed.
- Coordinates a variety of projects, functions and/or program components (e.g. meetings, in-service events, new student 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 for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements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.
- 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.

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

Working Environment

This role is located in a WCS building, the WCS Online secretary's home or from another district-approved site. This job is performed in a generally clean and healthy environment.

Generally, the job requires 95% sitting, and 5% standing and walking.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity.

Qualifications

Minimum experience: None

Minimum education: High School Diploma or equivalent



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Job related experience is preferred.
- Ability to effective communication; operate standard office equipment including pertinent software applications; and prepare and maintain accurate records.
- Knowledge of business telephone etiquette; office equipment/software; and English grammar, punctuation, and spelling.
- Ability to be flexible; establish and maintain effective working relationships; meet deadlines and schedules; work with frequent interruptions; and maintain confidentiality.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance; Proof of Tennessee Residency

FLSA Status: Non-exempt

Employee Type: Classified

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