

Position: School Secretary

Reports to: Principal, Assistant Principal

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Provide clerical assistance for the efficient and effective operation of the school administrative offices. Assist where appropriate the instructional and support staff as well as students, parents and members of the community

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Prepare supply, material, and equipment requisitions, verify orders, and approve invoice for Treasurer's payment
- Provide an accurate accounting for all monies received
- Prepare enrollment and various enrollment reports
- Prepare attendance, attendance letters, and contact parents of students who have not reported to school by designated time
- Assist in the maintenance of scheduled appointments, conferences, and interviews for Principal, Assistant Principal, Athletic Director and staff as appropriate
- Process new student information, withdraw students, and prepare transcript requests
- Maintain check in/out register
- Administer medication to students in the absence of the school nurse
- Administer first aid when necessary, contact parents/emergency contacts if severe student injuries
- Maintain accounting of school/athletic activity accounts,
- Prepare both statistical and routine reports, memoranda, bulletins, etc.
- Coordinate maintenance, repair, and supplies for copy machine, fax machine, and other office equipment
- Order and distribute departmental and individual classroom supplies, teacher, and student handbooks
- File, collate, copy, and distribute materials
- Record, assign, and collect fees from students
- Maintain student information, e.g., change of address, phone number, guardian, medical history, etc.
- Schedule and process parent conferences and paperwork
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents, and papers
- Interact in a positive manner with staff, students, and parents
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail, and greeting visitors
- Assist in the maintenance of the uniform filing system for all students, staff, and building
- Handle routine correspondence independently
- Open and sort mail daily
- Issue appropriate passes to students
- Keep accurate records of staff absences and compensatory time
- Prepare for graduation
- Keep a record of all visitors to the building
- Assist in closing school year and opening school year computer information
- Keep updated and informed on new procedures/programs for EMIS reporting
- Perform all necessary functions for the proper maintenance of student records and needs (eg., scholarship applications, sign off/transcript correspondence)
- Ability to utilize appropriate computer software

Other Duties and Responsibilities:

- Respond to routine questions and requests in an appropriate manner
- Assist with student scheduling
- Prepare academic progress reports
- Attend meetings and in-services as required
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Perform other duties as assigned by the Principal, Assistant Principal, or Superintendent

Qualifications:

- High school diploma or general education degree (GED)
- Less than one year related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Equipment Operated:

- Copy machine
- Calculator
- Computer/printer
- Telephone
- Laminator machine

Additional Working Conditions:

- Exposure to blood, bodily fluids, and tissue
- Exposure to loud noises
- Requirement to travel
- Requirement to work overtime
- Interactions among children
- Repetitive hand motion, e.g., computer keyboard, typing
- Interruption of duties by students, visitors, staff and/or telephoning

Evaluation:

Performance of this job will be in accordance with provisions of the Board's policy.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: April 17, 2023