

TITLE: SCHOOL SECRETARY

QUALIFICATIONS

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Previous secretarial experience as determined by the Board
3. Knowledge of word processing, data bases, spread sheets, and reports
4. High level of competence in typing, filing, and general computer knowledge
5. Knowledge of automated office equipment and efficient office procedures
6. Good telephone skills and ability to communicate effectively
7. Work well with students, staff, and the public
8. Work well under pressure and deadlines
9. Excellent organizational skills
10. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Superintendent and or Building Principal

JOB SUMMARY

To assist the superintendent/building principal in the efficient operation of the school so a maximum positive impact can be made on the education of all school students. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

MAJOR DUTIES AND RESPONSIBILITIES

Interacting with Students and the Public

1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle follow-up activities as necessary
3. Assist, log in, and direct visitors to the school
4. Select, train, and oversee student office aides
5. In the absence of a school nurse, administer medications to students according to school policy
6. In the absence of a school nurse, do head checks for lice, as needed, under the direction of the building principal
7. Schedule appointments, meetings, and conferences as requested
8. Supervise students in emergency situations, attend to ill or hurt students, and administer basic first aid in the absence of a school nurse, and contact parents as instructed
9. Handle daily announcements
10. Register students and set up permanent records entering student demographics and all other needed information
11. Help schedule parent-teacher conferences with teachers and help coordinate them with other schools
12. Issue lockers and maintain records of the same
13. Process midterm reports and report cards
14. Develop list for honor roll students
15. Compile diploma list for graduation and make arrangements for graduation

16. Work with seniors on graduation process
17. Assist the building principal on graduation arrangements
18. Prepare diplomas and draft the commencement program
19. Order and compile all awards
20. Assist high school counselor in mailing transcripts to colleges and universities and in providing verifications for jobs and social security

Records and Reports

1. Maintain accurate enrollment and attendance records for various reports and forward to the district clerk as needed
2. Run daily tardy reports and mail attendance letters home when necessary
3. Prepare quarterly state attendance reports
4. Send student records as requested by schools and promptly request newly enrolled student records from other schools
5. Be responsible for maintaining accurate teacher and student accounts, including receipting, counting, and depositing all money received
6. Maintain records on all accidents, incidents, fire drill, and suspension notices, forwarding copies to the district office
7. Prepare such documents as reports, staff duty rosters, correspondence, handbooks, letters, student records, memos, and monthly statements
8. Assemble and maintain reports and information in an acceptable manner, providing ready access for the building principal and the district office, including the individual school's banking and checking accounts

Miscellaneous Office Tasks

1. Maintain a well-organized, up-to-date filing system
2. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
3. Keep track of expenditures on account encumbrance sheets
4. Assist the superintendent/ building principal in processing incoming supplies and equipment, checking original purchase orders, authorizing purchases, and submitting appropriate paperwork to the district office to facilitate proper payments for goods or services received by the school
5. Distribute and inventory supplies
6. Maintain records of all fines during the school year

Other

1. Assist teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal
2. Assume the duties of the bookkeeper when the bookkeeper is absent
3. Exercise administrative authority and perform such tasks as may be delegated by the principal
4. Make necessary administrative decisions in the absence of the building principal
5. Keep immediate supervisor informed of activities and any issues that may arise
6. Attend faculty meetings as required

7. Assume responsibility for his or her continuing professional growth and development by attendance at inservices or trainings
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the superintendent/ building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance