

Job Description

Job Title: **Secretary, Middle School**
 Job Family: **School Based Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **May 3, 2005**

Job Code: **1316**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 18**
 Typical Work Year: **10 months**

SUMMARY: Responsible for providing secretarial and administrative support to the middle school office. Duties include entering and retrieving data using the SASI system; preparing documents; screening and directing phone calls and visitors; receiving and responding to inquiries and requests; performing a variety of daily office functions; assists with bookkeeping functions; providing assistance to other office staff and/or health clinic; and/or managing student athlete fees, forms and records. Based on the assignment, may also assist with payroll, staff attendance and/or personnel functions; assigning and managing lockers; issuing building keys; verifying building inventory/assets; and/or acting as building Resident Facility Coordinator (RFC) by placing work orders for repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Enter and/or retrieve data using the SASI system. Data may include discipline, clubs, attendance, athletic eligibility, fines, fees, student information, class schedules, lockers, immunization, etc. Provide assistance to staff members on use of student records database.	D	20%
2. Type, word process, compile and/or compose memos, letters, lists, bulletins, schedules, reports, surveys, handbooks, brochures, staff evaluations and/or agendas. May take and/or type meeting minutes.	D	16%
3. Answer phones, screen incoming calls, provide information to callers, route calls to correct party, take messages for staff and students, retrieve messages from voicemail and make outgoing calls for administrators and other authorized personnel.	D	15%
4. Greet visitors, direct to appropriate party, provide information and/or call students to office for meetings or pick-up by parents.	D	15%
5. Perform a variety of daily office functions by making daily announcements; answering classroom calls; monitoring and/or training Student Aides or Office Assistants; supervising students in office for disciplinary reasons; accepting and signing for deliveries; sending, receiving and distributing mail, faxes and E-mail; preparing and maintaining sub folders; and acting as liaison for building volunteers.	D	10%
6. Assists with various bookkeeping functions such as collecting student fines and fees, preparing and placing purchase orders, receiving and distributing incoming shipments, managing petty cash, preparing checks for deposit, typing remittance forms for fund allocation, monitoring and reconciling school accounts and bank statements, ordering checks as needed, monitoring and ordering supplies and managing PTO bookkeeping.	D	5%
7. May assist with payroll, staff attendance and/or other personnel functions, including maintaining payroll time and attendance records for certified and classified employees, submitting payroll to Payroll Department, recording daily attendance for school staff, preparing related correspondence and reports, maintaining staff personnel folders and maintaining supplemental sub time reports and professional sub coverage forms.	D	5%
8. Assist office personnel when needed for special assignments, during breaks and/or lunches or in the health clinic when nurse or Health Aide is unavailable. Clinic duties may include assisting students with minor injuries and illnesses, dispensing authorized medication, contacting parents or emergency medical personnel if needed and keeping accurate records of care given	D	5%
9. Collect athletic physical forms and fees from students and verify eligibility. Maintain records by grade, gender and sport for various reports. Supply coaches with an updated list of eligible athletes. Assist Athletic Director as needed with budget and game worker and official pay sheets.	W	5%
10. Perform other job-related duties as assigned, which may include assigning and managing lockers, issuing building keys, verifying building inventory/assets and/or acting as building Resident Facility Coordinator (RFC) by placing work orders for repairs.	Ongoing	4%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of three years of computer and general office experience.
- Experience working with school-age children preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications are preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Basic math and bookkeeping skills.
- Basic knowledge of First Aid procedures, CPR and precautions for handling bodily fluids preferred.
- Knowledge of District and school policies and procedures preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key, etc. preferred; required within 2 weeks after hire.
- Operating knowledge of SASI required within 2 weeks after hire.
- Operating knowledge of Starmail E-mail system, Starlink Intranet and Internet required within 1 month after hire.
- Operating knowledge of Summit Financial System (SFS), PeopleSoft payroll system and PARIS credit/purchasing card software may be required within 1 month after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Middle School Principal, Assistant Principal or Office Manager	3081, 3084, 1302

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- May assist, direct the work of, train, address complaints and resolve problems for and provide input into evaluations for Student Assistants and Office Aides.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May be responsible for collecting student fines and fees, preparing and placing purchase orders on computerized financial system or by using purchasing card, receiving and distributing incoming shipments, managing petty cash, preparing checks for deposit, typing remittance forms for fund allocation, monitoring and reconciling school accounts and bank statements, ordering checks as needed, monitoring and ordering supplies and managing PTO bookkeeping.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	