

Job Description

Job Title: **Secretary, High School**
 Job Family: **School Based Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **August 30, 2005**

Job Code: **1315**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 18**
 Typical Work Year: **10 months**

SUMMARY: Responsible for providing secretarial and administrative support to various positions and departments at the school location. Duties include, but are not limited to, answering/screening phone calls and visitors, scheduling appointments, preparing documents and reports, receiving and responding to inquiries and requests, entering and retrieving data using the computer and/or the District student information system and coordinating and assisting with school events.

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. Provide secretarial and administrative support to various administrators and departments by answering phones, taking messages, greeting and screening face-to-face and telephone contacts, scheduling appointments, making copies, sending/receiving faxes and E-mails, and/or sorting and delivering mail. May coordinate substitute teachers and student aides when office manager is absent and provide back up to other jobs.	D	30%
2. Type, word process, compile and/or compose memos, letters, lists, rosters, schedules, reports, surveys, handbooks, brochures, evaluations, documentation, phone lists, agendas, minutes and other related information. Coordinate or provide information as requested or needed to other district departments and requestors of the information.	D	20%
3. Assist, provide information to and respond to requests from students, staff, other departments, parents and community. May relay information to others via the public address system.	D	15%
4. Enter and/or retrieve data using the computer, student information system, district financial or other automated system. Responsible for data entry and reporting in the student attendance system. Data may include discipline, eligibility, fines, fees, student information, class schedules, lockers and/or parking permit or other information. May assist in maintaining and monitoring student files/records, mailing student records as requested, requesting and obtaining student records from other schools/districts, purging files and/or arranging for microfilming.	D	15%
5. Creates and maintains master calendar for school. Coordinates, arranges and approves, or refers for approval, school events, conferences, field trips, open houses, athletic events, assemblies, student recognition programs, graduation and/or other school events as needed. Duties may include coordinating the room set-up, preparing signs, arranging for refreshments, printing certificates, printing and sending invitations and/or distributing awards and other related activities.	Q	10%
6. May check-in student athletes for sports; monitor eligibility and current student athlete physicals; acquire and confirm officials for athletic events; assign game managers, ticket sellers and time keeper for events; and pay game officials for athletic contests. May assist with collecting monies.	D	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
	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.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.

- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Basic math skills.
- 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 district student information system required within 1 month after hire.
- Operating knowledge of Starmail E-mail system, Starlink Intranet and Internet required within 1 month after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, Assistant Principal or Office Manager	3080, 3083, 1301

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

- May assist, direct the work of, keep attendance for and provide grades to Office Aides.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May be responsible for collecting monies for various events and preparing deposits for Bookkeeper.

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			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	