Secretary

Purpose Statement
The job of Secretary is done for the purpose/s of providing secretarial support to 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 Principal

Essential Functions
• Administers first aid and prescription medications to students (under the direction of a health care professional) for the purpose of meeting immediate health care needs within established guidelines.

• Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

• Collects payments for a variety of events (e.g. fines, fees, lunch, and fund raisers, etc.) for the purpose of completing transactions and/or securing funds.

• Compiles data (e.g. work orders, budget reports, specialized reports, student records, etc.) for the purpose of preparing reports or processing requests.

• Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items’ availability.

• Maintains a variety of manual and electronic documents files and records (e.g. student records, spreadsheets, time sheets, letters, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

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

• Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

• Processes a variety of documents and materials (e.g. time sheets, work orders, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.

• Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information for addressing department operations.

• Responds appropriately to inquiries for the purpose of maintaining confidentiality of student, family and district records.

• Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, parents, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

• Schedules activities (e.g. appointments, meetings, and facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; and working with frequent interruptions.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Non Exempt Secretary

Secretary