

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** School Secretary  
**REPORTS TO:** Principal / Designee  
**SUPERVISES:** N/A

**BASIC FUNCTION:**

Perform a variety of responsible secretarial and clerical duties to assist a designated principal or program supervisor; relieve supervisor of routine administrative details and general secretarial and clerical tasks.

**REPRESENTATIVE DUTIES:**

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance;
- Perform a variety of secretarial and clerical duties to assist a designated supervisor with routine administrative details and general clerical tasks, including typing, filing and transcribing or composing letters, memoranda, documents, correspondence and bulletins as directed;
- Assist with office activities and communications related to assigned school or program activities;
- Assure compliance with district policies and time lines;
- Take and relay messages and information;
- Prepare a variety of reports; maintain a variety of program, District, State records as required;
- Requisition supplies, forms and maintenance work as needed, following established procedures;
- Greet visitors and answer phone calls; answer questions, provide information or direct individual to appropriate department or district employee;
- Open, sort and distribute mail and other written communications;
- Schedule appointments and meetings with students, parents, teachers, vendors and the general public;
- Assist students with registration, orientation and student records; request records for new students and distribute records of withdrawn students to appropriate school;
- Prepare and maintain records, reports, files and lists related to students, personnel, budgets, student records and attendance as required;
- Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data; proofread and edit materials;
- Serve as receptionist and a contact and reference source for staff, students, parents and the public;
- Operate a variety of office machines, including computers, copiers, scanners and calculators;
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

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- Modern office practices, procedures and equipment;
- Receptionist and telephone techniques and etiquette;
- Research techniques, practices and procedures;
- Financial and statistical record-keeping techniques;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Oral and written communication skills;
- Applicable sections of Kentucky Administrative Regulations and other applicable laws;
- Interpersonal skills using tact, patience and courtesy;

- Operation of office machines including computer equipment.

**ABILITY TO:**

- Perform a variety of secretarial and clerical duties to assist with routine administrative details and general clerical tasks;
- Learn, interpret, apply and explain school and district policies, rules and objectives of assigned school or program;
- Understand and interpret rules and written directions and apply to specific situations;
- Compose correspondence independently;
- Perform duties effectively with many demands on time and constant interruptions;
- Type at an acceptable rate of speed;
- Establish and maintain effective working relationships with others;
- Meet schedules and time lines;
- Maintain records and prepare reports, including financial records;
- Work confidentially with discretion;
- Communicate effectively both orally and in writing;
- Understand and follow oral and written directions;
- Work independently with little direction.

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking;
- Requires the ability to communicate effectively using speech, vision and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting, crawling, climbing, reaching;
- Requires the ability to lift, carry, push or pull light weights.

**EVALUATION:**

- Annual development of Professional Growth Plan.
- Evaluated annually by the principal in accordance with classified personnel standards.

**EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

- High School Diploma or G.E.D. Certificate;
- Valid Kentucky Driver's License;
- Two (2) years of increasingly responsible and varied secretarial and clerical experience preferred.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
Employee Signature:	Date: