



JOB TITLE	Secretary - High School
REPORTS TO	Building Principal
SALARY SCHEDULE/GRADE	Classified
CONTRACTED DAYS AND/OR HOURS	220 days
JOB CLASS CODE	7773
POSITION CLASSIFICATION	Classified
DATE APPROVED	

QUALIFICATIONS

As established by the board of education

POSITION SUMMARY

To assure smooth and efficient operation of the school office so that the office's maximum positive impact on the education of the children can be realized.

PERFORMANCE RESPONSIBILITIES

- Maintains and submits reports for time cards, leave affidavits, and attendance on all building personnel for Central Office verification
- Oversees substitute electronic program to fill absent teacher positions, maintains substitute attendance, and submits reports/files to the building administrator.
- Routes interoffice, interschool and all other mail to proper channels on a daily basis.
- Receives and routes all incoming calls or relays messages when feasible.
- Maintains a log of visitors and students signing into and out of school.
- Serves as the Notary Public for the purpose of verifying Leave Affidavit forms.
- Takes inventory of supplies and orders as needed.
- Maintains records for and prepares weekly, monthly, and annual reports.
- Performs the usual office routings and practices associated with a busy yet productive and smoothly run office.
- Attends meetings and conferences relative to school office procedure.
- Maintains up-to-date schedules on all building personnel.
- Prepares various informational bulletins for distribution to parents.
- Prepares work orders, requisition forms, etc., necessary for the school operation.
- Prepares all correspondence for the principal and assistant principal(s)
- Keys student information into computer and serves as the "Key" operator for various computer programs as directed by the principal and/or his/her designee.
- Supervises student office aides.
- Assists the Counseling Department in determining eligibility of driver's license, completion of car insurance forms, scheduling, sending transcripts and process corresponding reports accordingly.
- Assist in duplicating requests
- Maintain all office equipment, office phones, intercom system and bell system as well as requests

repair service and/or orders supplies as needed.
Maintains file on substitute teachers and processes substitute teacher report and time cards to Central Office.
Locks and secures at the end of each day, the vault, all records, and all doors to the office.
Performs other duties as assigned by the principal.

KNOWLEDGE AND ABILITIES
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL <small>(UP TO 1/3 OF WORK DAY)</small>	FREQUENT <small>(1/3 TO 2/3 OF WORK DAY)</small>	FREQUENT <small>(2/3 OF WORK DAY)</small>
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>