

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** September 26, 2024

TOPIC/TITLE: Job Description

PRESENTER: Garet Wells *GW*

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

Board policies 03.11 and 03.21 require the existence of job descriptions.

SUMMARY OF MAJOR ELEMENTS:

Requesting approval of amended elementary secretary job description.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Darryl Tally

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: School Secretary – Elementary

IMMEDIATE SUPERVISOR: Building Principal

QUALIFICATIONS:

- High School Diploma, G.E.D. Certificate
- Pleasing personality
- Knowledge of modern office practices, procedures and equipment
- Knowledge of record-keeping techniques
- Knowledge of health and safety regulations
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of oral and written communication skills
- Knowledge of interpersonal skills using tact, patience and courtesy
- Knowledge of telephone techniques and etiquette
- Knowledge of operation of standard office machines including computer equipment and technology platforms such as Google
- Ability to perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks
- Ability to perform public relations and communications services for the Principal
- Ability to add, subtract, multiply and divide quickly and accurately
- Ability to understand and follow oral and written directions
- Ability to compose correspondence independently
- Ability to complete work with many interruptions
- Ability to type at an acceptable rate of speed
- Ability to work independently with little direction
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to learn, interpret, apply and explain rules, regulations, policies and procedures
- Ability to operate a variety of office machines including computer terminal, calculator and copiers
- Ability to understand and work within scope of authority
- Ability to maintain good public relations with students, parents, teachers, and the public
- Ability to meet schedules and time lines
- Ability to plan and organize work
- Ability to train and provide work direction to others
- Ability to compile and maintain accurate records and prepare reports

- Ability to work confidentially with discretion
- Pass health examination
- Have no immoral or criminal history
- Have ability to work with other staff members, public and with children

DUTIES:

- Organize, coordinate and schedule a variety of office activities to assist the Principal of a large elementary school with administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities
- Serve as secretary to the Principal; compose routine correspondence independently; prepare, type and distribute communications and minutes of meetings; schedule appointments and meetings as requested; receive, open and route mail
- Administer first aid and/or medication when needed to ill and injured students; contact the nurse, parents or public safety agencies as appropriate
- Release or transfer students; complete enrollment information
- Operate a variety of business equipment including calculator, copiers, computer equipment and other school office machines
- Provide clerical assistance to faculty and staff as needed
- Student cumulative folder point of contact, including scanning, uploading, and managing the online cumulative folder storage sites
- Other duties as assigned by Building Principal