

<b>POSITION:</b>	<b>ACADEMY SECRETARY</b>
<b>POSITION SUMMARY:</b>	Organize, coordinate, and perform a wide variety of office, attendance, and financial support functions within a designated Academy of Christian County High School. Serve as gatekeeper and primary point of contact for students, families, staff, and visitors. Provide administrative support to the Academy Principal and leadership team; maintain accurate student attendance and financial records; coordinate substitute assignments and classroom coverage; and facilitate communication between the academy, district departments, and community partners.
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• High school diploma, G.E.D. certificate, or demonstrated progress toward obtaining a G.E.D.</li> <li>• Four (4) years of responsible secretarial, attendance, or bookkeeping experience involving the use of word processing and recordkeeping software preferred.</li> <li>• Experience with Infinite Campus or comparable student information systems preferred.</li> <li>• Strong organizational, communication, and interpersonal skills with demonstrated ability to multitask and prioritize.</li> <li>• Must meet the requirements for a criminal record check as specified by Kentucky state law.</li> <li>• Must meet health requirements as specified in district personnel policy.</li> </ul>
<b>REPORTS TO:</b>	Academy Principal
<b>PERFORMANCE RESPONSIBILITIES:</b>	<b>Administrative &amp; Secretarial Support</b> <ul style="list-style-type: none"> <li>• Serve as secretary to the Academy Principal; manage the daily operations of the academy office with professionalism and discretion.</li> <li>• Screen visitors and calls, providing information or directing inquiries to the appropriate staff; serve as the front-line</li> </ul>

	<p>gatekeeper for the academy.</p> <ul style="list-style-type: none"> <li>• Maintain the Academy Principal's calendar; schedule appointments, meetings, and conferences.</li> <li>• Compose correspondence, memos, and reports independently or from verbal instruction; proofread and edit materials for accuracy and clarity.</li> <li>• Assist the Academy Principal with compiling reports, preparing presentations, and maintaining compliance documentation.</li> <li>• Coordinate internal and external communications between academy staff, students, families, district departments, and community partners.</li> <li>• Support the organization of academy-wide events such as recognition ceremonies, advisory meetings, and parent nights.</li> <li>• Maintain confidentiality and professionalism in handling personnel, student, and financial information.</li> </ul> <p><b>Attendance &amp; Student Records</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date attendance records for all academy students using the Infinite Campus system.</li> <li>• Monitor daily attendance, identify patterns of concern, and assist administrators in enforcing attendance policies and regulations.</li> <li>• Communicate with students, parents, and staff regarding absences, tardies, and truancy procedures in accordance with state law and district policy.</li> <li>• Schedule and assist in attendance conferences with parents, counselors, and administrators.</li> <li>• Generate and submit mandated attendance and truancy reports to district and state officials.</li> <li>• Maintain and manage student checkout logs, early dismissals, and late arrivals.</li> <li>• Verify and process attendance information required for the Kentucky Driver's License Law and other attendance-related programs.</li> </ul>
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	<ul style="list-style-type: none"><li>• Support student registration and records maintenance processes within the academy.</li></ul> <p><b>Substitute Coordination &amp; Staff Coverage</b></p> <ul style="list-style-type: none"><li>• Maintain accurate staff attendance records for all certified and classified employees within the academy.</li><li>• Enter absences into the district's substitute management system (Frontline/AESOP) and ensure coverage is arranged for all staff absences.</li><li>• Communicate daily with substitutes and teachers to confirm coverage and provide schedules, classroom assignments, and materials as needed.</li><li>• Coordinate with administrators to adjust and secure internal coverage when substitutes are unavailable.</li><li>• Serve as the primary contact for substitute teachers assigned to the academy, ensuring they receive orientation, support, and guidance throughout the day.</li></ul> <p><b>Bookkeeping &amp; Budget Support</b></p> <ul style="list-style-type: none"><li>• Assist the Academy Principal with the preparation and monitoring of the academy budget.</li><li>• Process purchase orders, invoices, and expense reimbursements; ensure accuracy and compliance with district procedures.</li><li>• Maintain detailed financial records of all expenditures and account balances; reconcile accounts regularly.</li><li>• Monitor academy funds for instructional supplies, activities, and other budget categories.</li><li>• Coordinate with the school bookkeeper and district finance office to ensure proper documentation, reporting, and record retention.</li></ul> <p><b>Office Operations &amp; School Support</b></p> <ul style="list-style-type: none"><li>• Order, receive, and distribute office and instructional supplies and materials for the academy.</li></ul>
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	<ul style="list-style-type: none"><li>• Maintain organized files, correspondence, and reports, ensuring accessibility and compliance with recordkeeping requirements.</li><li>• Assist with staff attendance records, substitute coverage, and daily operational communications.</li><li>• Support academy-level coordination of testing, data entry, and special projects as assigned by the Academy Principal.</li><li>• Train and provide direction to clerical aides, student assistants, or other support staff as assigned.</li><li>• Perform other related duties and assume additional responsibilities as assigned by the Academy Principal or Executive Principal.</li></ul> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>KNOWLEDGE OF:</b></p> <ul style="list-style-type: none"><li>• School office management and procedures.</li><li>• Modern office practices, procedures, and equipment.</li><li>• Financial and statistical recordkeeping techniques.</li><li>• Attendance laws, regulations, and reporting requirements.</li><li>• District organization, operations, policies, and objectives.</li><li>• Correct English usage, grammar, spelling, punctuation, and vocabulary.</li><li>• Budget preparation and control procedures.</li><li>• Applicable sections of Kentucky Administrative Regulations and local board policies.</li><li>• Effective oral and written communication techniques.</li><li>• Interpersonal skills using tact, patience, and courtesy.</li></ul> <p><b>ABILITY TO:</b></p> <ul style="list-style-type: none"><li>• Maintain regular and predictable attendance.</li></ul>
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	<ul style="list-style-type: none"> <li>• Perform complex clerical, attendance, and bookkeeping duties with accuracy and efficiency.</li> <li>• Organize and coordinate office functions to ensure smooth daily operations within the academy.</li> <li>• Communicate effectively with students, parents, staff, and the public with a positive customer service approach.</li> <li>• Maintain accurate attendance, financial, and student records.</li> <li>• Perform public relations and communications duties for the Academy Principal.</li> <li>• Compose correspondence and reports independently.</li> <li>• Understand and apply district policies, procedures, and timelines.</li> <li>• Work independently with minimal supervision and handle multiple interruptions.</li> <li>• Prioritize tasks and meet established schedules and deadlines.</li> <li>• Maintain confidentiality and handle sensitive information with discretion.</li> <li>• Operate a variety of modern office equipment and software systems.</li> <li>• Establish and maintain cooperative and effective working relationships with others.</li> </ul>
<b>TERMS OF EMPLOYMENT:</b>	238 – day employee with salary determined by the adopted salary schedule of the Christian County Board of Education.
<b>EVALUATION:</b>	Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

**Board Approval:**