

**SCHOOL SECRETARY - CLASS 2**

- QUALIFICATIONS:**
1. High School Diploma
  2. Coursework and/or experience in office machines and practices
  3. Demonstrated aptitude or competency for assigned responsibilities
  4. Microsoft Office & Desktop Publishing experience
  5. Communicate effectively with students, staff and public
  6. Individual and group presentation skills
  7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Building Principal/Career and Technical Education Coordinator/ /Director of Exceptional Education/Director of Instruction/Food Service Director/ Transportation Supervisor/Building and Grounds Supervisor

**JOB GOAL:** To contribute to the efficient operation of the school office so that it can play its effective part in the education process. For high school only, to assist students in making decisions related to career planning.

**PERFORMANCE RESPONSIBILITIES:**

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office;
2. Maintains such records as shall be required;
3. Assists in receiving and routing all incoming calls;
4. Maintains a log of visitors to the office;
5. Types a variety of materials, such as letters, reports, curricula, memos, monthly statements, etc., from rough drafts or corrected copy for supervisors and administrators;
6. Transcribes materials from a transcribing machine;
7. Files correspondence, invoices, cards, or other records depending on the practices of the office;
8. Assists in the in-going and out-going mail process;
9. Prepares parcels for mailing or shipping, and receives and distributes shipments from truckers and delivery services;
10. Assists in receiving & delivering interoffice written communications;
11. Assists in maintaining and safeguarding office postage, and keeps an accurate accounting for all postage spent;

12. Assists in greeting all visitors courteously, determines their need, checks appointments, and directs or escorts them to the proper person;
13. Reports immediately the presence in the building of any visitor who bypasses the reception desk, or any suspicious activity or unusual behavior on the part of visitors;
14. Answers questions of callers according to school policy, takes messages for staff members, and pages authorized personnel;
15. Maintains an alphabetical file of staff members' names, room locations & telephone extensions to expedite relaying of calls;
16. Receipts monies and deposits monies appropriately;
17. Working with all sophomores and incoming students on an individualized career assessment (high school only);
18. Setting up job shadowing experiences for juniors and seniors (high school only);
19. On an annual basis, making a full evaluation of the career assessment/job shadowing process (high school only);
20. Updating and maintaining all career information: Programs of Study, computer software, research materials, etc. (high school only);
21. Working with teachers in career and technical and academic areas who wish to have students do career research in a specific field (high school only);
22. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**WORK SCHEDULE:**

The work day shall be established by the supervisor and shall be at least 7.5 hours per day, but shall not exceed 8 hours per day, excluding 1/2 hour for a duty free lunch, unless other arrangements are made by the supervisor. Work days of 5 hours per day or less shall not have a scheduled lunch period.

The yearly schedule shall normally consist of at least 180 days per year excluding holidays, unless a different yearly schedule is approved by the District Administrator.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.