

POSITION DESCRIPTION

TITLE:	High School Secretary	SUPERVISOR:	High School Principal
DEPARTMENT:	Secretarial	CLASSIFICATION:	Support Staff

I. Accountability Objectives:

Under administrative direction, performs responsible office work involving independent judgment and initiative; serves as the secretary to the High School Principal; performs related work as required.

II. Position Characteristics:

Salary: Per Employee Handbook Wage Schedule

Length of Contract: 200 Days / 4 hours per day (.5 FTE)

III. Position Relationships:

Reports to: Building Principal

Coordinates with: Building principal; building staff; students

IV. Position Qualifications:

A. Desired Experience and training:

Graduation from high school supplemented by advanced secretarial training; recent responsible secretarial experience; computer/word processing experience and/or training; knowledge of office machines; experience in public relations and communications.

B. Special requirements of the position:

1. Ability to operate computer, electronic typewriter (minimum of 50 wpm.), and a variety of office machines, and a knowledge of modern office methods.
2. Ability to understand and carry out oral and written instructions.
3. Ability to maintain confidentiality of information about students, parents, staff.
4. Ability to establish and maintain good public relations.
5. Ability to relate to children and their personal needs.
6. Knowledge of business English, spelling, and composition.
7. Ability to communicate and relate effectively with district staff, students, parents, and public.
8. Ability to maintain accurate and complete records, and to prepare clear and detailed reports.
9. Ability to organize and complete projects in a timely manner.

V. Position Responsibilities:

- A. General duties of: answering the phones, door security, and teacher/student/visitor assistance
- B. Coordinate sign-in of substitute teachers daily, substitute staff reporting
- C. Distribute and record student medication
- D. Maintain student files/records including immunizations
- E. Complete required state reports
- F. High School Guidance Department support

- G. High School fee tracking (non-activities)
- H. Respond to student and parent requests as appropriate
- I. Monitor building access
- J. Other duties in the absence of the lead secretary
- K. Other duties as assigned