

## POSITION DESCRIPTION

<b>TITLE:</b>	Lead High School Secretary	<b>SUPERVISOR:</b>	High School Principal
<b>DEPARTMENT:</b>	Secretarial	<b>CLASSIFICATION:</b>	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: 220 Days

### 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
- C. Oversee distribution of building keys
- D. Distribute and record student medication
- E. Enroll/withdraw students as needed

- F.
- G. Maintain student files/records including immunizations
- H. Maintain student attendance records/make parent contacts when necessary
- I. Responsible for printing daily announcements
- J. Issue work permits
- K. Process student insurance forms
- L. Order and take inventory of all office supplies
- M. Gradebook maintenance; opening files for export; printing progress reports/report cards; and provide assistance to staff/students regarding grading program
- N. Coordinate all main office and building mailings
- O. Complete required state reports
- P. Maintain high school website
- Q. Other duties as assigned