

POSITION DESCRIPTION

TITLE:	Lead Middle School Secretary	SUPERVISOR:	Middle 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 Middle 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, operate 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. Gradebook maintenance; opening files for export; report cards; and provide assistance to staff/students regarding grading program
- C. Coordinate sign-in of substitute teachers daily
- D. Oversee distribution of building keys
- E. Updating of webpage
- F. Distribute and record student medications
- G. Enroll/withdraw students as needed in student software
- H. Track and update student immunizations, submit report to the county

- I. Complete tasks for the middle school counselor
- J. Maintain student attendance records/make parent contacts when necessary
- K. Maintain building enrollment for state reporting
- L. Coordinate all main office and building mailings
- M. Complete required state reports
- N. Other duties as assigned