

School Secretary I – High

Classified Position - 7773

<u>Salary</u> Category 3A per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> School Principal
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SCOPE OF RESPONSIBILITIES

Organize, coordinate, schedule and perform office functions at a comprehensive high school; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned

DISTINGUISHING CHARACTERISTICS

School Secretary I - High School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - High School incumbents perform a variety of clerical and secretarial duties in a large high school with a larger number of faculty, student body enrollment and educational programs

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

- Organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a small to medium-sized high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences
- Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public
- Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information as appropriate
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials
- Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information
- Initiate budget preparation; work with Department Chairpersons in preparing individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring budget
- Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer printout and balance accounts to assure accuracy
- Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations
- Maintain daily teacher attendance log and records of substitute teachers
- Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail
- Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; maintain budget; work with and assist personnel assigned to the event
- Train and provide work direction to clerical personnel, student assistants and others as assigned.
- Operate a variety of business and office machines including typewriter, calculator, computer, copiers, and communications equipment
- Order a wide variety of equipment, materials, supplies and special items requested by faculty; assure receipt and proper distribution

- Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations
- Comply with medication administration protocol designated by Hopkins County Health Department and HB 126
- Maintain regular and predictable attendance
- Adhere to the professional code of ethics
- Successfully utilize technology as appropriate in job function
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- School office terminology, practices and procedures
- Modern office practices, procedures and equipment
- Financial and statistical record-keeping techniques
- Health and safety regulations
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies and objectives
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Budget preparation and control
- Operation of standard office machines
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws
- Letter and report writing skills

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative matters
- Perform public relations and communications services for the Principal
- Maintain accurate financial and statistical records
- Add, subtract, multiply and divide quickly and accurately
- Understand and follow oral and written directions
- Compose correspondence independently
- Type at an acceptable rate of speed
- Complete work with many interruptions
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others
- Learn, interpret, apply and explain rules, regulations, policies and procedures
- Operate a variety of office machines including typewriter, calculator and copiers
- Maintain good public relations with students, parents, teachers and the public
- Meet schedules and time lines
- Plan and organize work
- Train and provide work direction to others
- Compile and maintain accurate records, verify data and prepare reports
- Work confidentially with discretion

- Communicate effectively both orally and in writing

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. Three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience