

School Secretary II – Elementary

Classified Position - 7777

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

Perform a wide variety of clerical and secretarial duties to organize, coordinate and schedule school office activities; assist the Principal in routine administrative tasks; perform public relations and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel as assigned

DISTINGUISHING CHARACTERISTICS

Perform a variety of clerical and secretarial duties in a school with faculty, student body enrollment and educational programs

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Organize, coordinate and schedule a variety of office activities to assist the Principal with administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities
2. Serve as secretary to the Principal; compose routine correspondence independently; prepare, type and distribute communications and minutes of meetings; schedule appointments and meetings as requested; receive, open and route mail
3. Train and provide work direction to clerical personnel and student workers as assigned; monitor workflow and adjust duties to complete assignments in a timely manner as assigned
4. Provide information concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and serve as a coordinator of events
5. Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs
6. Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures
7. Administer first aid to ill and injured students; contact the nurse, parents or public safety agencies as appropriate
8. Register, release or transfer students; complete enrollment information
9. Operate a variety of business equipment including typewriter, calculator, copiers, computer equipment and other school office machines
10. Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned
11. Provide clerical assistance to faculty and staff as needed
12. Orient new and substitute teachers; provide directions, keys and instructional materials
13. Comply with medication administration protocol designated by Hopkins County Health Department and HB 126
14. Maintains regular and predictable attendance
15. Adheres to the professional code of ethics
16. Successfully utilizes technology as appropriate in job function
17. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Record-keeping techniques
- Health and safety regulations
- Correct English usage, grammar, spelling, punctuation and vocabulary

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Basic first aid techniques
- Operation of standard office machines including computer equipment

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 tasks
- Perform public relations and communications services for the Principal
- Add, subtract, multiply and divide quickly and accurately
- Understand and follow oral and written directions
- Compose correspondence independently
- Complete work with many interruptions.
- Type at an acceptable rate of speed
- 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, computer terminal, calculator and copiers
- Understand and work within scope of authority
- 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 and prepare reports
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Administer first aid to ill or injured students

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. Two years of increasingly responsible clerical and secretarial experience involving frequent contact with the public

DESIRABLE QUALIFICATIONS

1. Knowledge/experience with student information system (for attendance secretary) or financial software (for financial secretary)