

## **School Secretary II – Middle School**

*Classified Position - 7779*

<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

Organize, coordinate, schedule and perform office functions at a large middle 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

- Perform a variety of clerical and secretarial duties in a large middle school with a larger number of faculty, student body enrollment and educational programs
- Perform a variety of clerical and secretarial duties in a small to medium-sized school

### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a large middle school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines
2. Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences; independently compose letters, memoranda and bulletins as directed; take and transcribe dictation as required
3. Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; assist in the preparation of annual budgets and other annual reports
4. Coordinate the Principal's office, acting as receptionist, and contact and reference source for staff, students, parents and the public; perform public relations and communications services for the Principal
5. Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary; coordinate and maintain the school calendar of events
6. Train and provide work direction to clerical personnel, students and others as assigned
7. Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data
8. Collect and account for money collected in conjunction with student body funds, manage lost or damaged books and other school activities; account for and maintain the cash fund as assigned; prepare student body financial report
9. Process the certificated and classified payroll including the completion and submission of time sheets to the supervisor and District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes (as required) and prepare substitute time sheets
10. Initiate office and general school supply purchase orders; receive, store and distribute supplies and office materials; maintain materials and equipment inventory; maintain department purchase orders
11. Perform a wide variety of problem-solving tasks in support of certified, classified and management personnel
12. Operate a variety of office machines such as copiers, calculator and computer equipment
13. Utilize a copy machine for forms, certificates, passes, slips and a variety of other items
14. Perform First Aid according to established guidelines and procedures
15. Comply with medication administration protocol designated by Hopkins County Health Department and HB 126
16. Maintain regular and predictable attendance

17. Adhere to the professional code of ethics
18. Successfully utilize technology as appropriate in job function
19. 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
- Receptionist and telephone techniques and etiquette
- Letter and report writing skills
- Health and safety regulations
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- Interpersonal skills using tact, patience and courtesy
- District organization, operations, policies and objectives
- First Aid practices

#### ABILITY TO:

- Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks
- Learn, interpret, apply and explain school and District policies, rules and objectives
- Understand and perform duties within scope of authority
- Establish and implement revised office procedures as needed and according to established guidelines
- Understand and interpret rules and written direction and apply to specific situations
- Compose correspondence independently
- Perform duties effectively with many demands on time and constant interruptions
- Type at an acceptable rate of speed
- Establish and maintain effective working relationships with others
- Operate a variety of office machines including computer equipment
- Meet schedules and time lines
- Plan and organize work
- Train and provide work direction to others
- Maintain records and prepare reports
- Work confidentially with discretion
- Add, subtract, multiply and divide quickly and accurately
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Work independently with little direction

### 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 varied and increasingly responsible clerical or secretarial experience

### DESIRABLE QUALIFICATIONS

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