

School Secretary

Reports to: Principal

FLSA Status: Non-exempt

SUMMARY:

Performs a variety of general office clerical duties and processes and transmits information to the staff and other organizations as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains and respects confidentiality of student and school personnel information;
- Serves as secretary to the building administrator(s) and staff; provides information; prepares correspondences and related matters; prepares and maintains files and records; assists teachers, parents and students;
- Serves as a receptionist, receives and greets persons or groups calling on building administrator(s); answers telephones, provides information, takes and dispatches messages;
- Records daily attendance and calls from parents for absent students;
- Maintains records of excessive student absences and unexcused absences;
- Processes general correspondence, memorandum, reports, schedules, manuals, bulletins, agendas, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction;
- Answers correspondence as directed by building administrator(s);
- Maintains appointment calendar, schedules appointments, conferences, and meetings;
- Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures;
- Maintains records and generates appropriate reports;
- Requisitions supplies and materials for office and office copy equipment;
- Receives, sorts and processes mail;
- Operates standard office equipment to include, word-processing and data processing equipment, copiers, laminators, etc.;
- Supplies routine information to staff members, building administrator(s), and others;
- Completes accident and workers' compensation forms;
- Makes announcements on public address system;
- Maintains student files and responds to transcript requests;
- Prepares files and records for entering and withdrawing students;
- Handles a variety of routine technical and administrative assignments;
- Assists with scheduling substitutes and maintaining attendance records;
- Photocopies and prepares booklets, handouts, and general correspondences for building administration;

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- Monitors and maintains operational function of the photocopy machine;
- Administers first aid and dispenses medicine, as requested by building administrator(s);
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintains electronic student information system and all data pertinent to Virginia Department of Education mandated reporting;
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Performs duties of school bookkeeper as needed;
- Models non-discriminatory practices in all activities;
- Performs related tasks as assigned by building administrator(s) in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; ability to word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in general office practices and procedures and clerical and secretarial experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.