

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

January 6, 2021

The Autauga County Board of Education is now accepting applications for the positions of: School Secretary at Prattville High School

Job Description: Please see the attached Autauga County Board of Education job description for this position.

Qualifications: Please see the attached Autauga County Board of Education job description for this position.

Effective Date: March 1, 2021

Salary: \$19,319 - \$21,189 (Based on years of experience in position)

Contract Length: 202 (10 months)

Application Information: Go to <http://www.alsde.edu/TeachinAlabama/> to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: January 20, 2021 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

SCHOOL SECRETARY
(Local School)

POSITION TITLE: School Secretary

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: School Principal

QUALIFICATIONS:

High school education or equivalent with successful experience in working in an office environment. Must have experience in preparing reports, computer operation and working with the public. Must be able to type proficiently, to operate office machines and be able to work with school staff.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Type with speed and accuracy a variety of routine and complex documents, reports, forms and correspondence.
2. Maintain filing system.
3. Operate office equipment necessary for job performance
4. Answer telephone and serve as receptionist.
5. Assist with student registration, calling absentees, prepare reports, contacting parents, checking out students, reporting truancy, etc.
6. Keep daily attendance in School System Attendance Program and prepare all required attendance reports.
7. Maintain up-to-date knowledge of school system's Data Automation System.
8. Train school personnel as needed as to use of Data Automation System.
9. Handle all matters pertaining to permanent records and transcripts promptly, accurately, and with confidentiality
10. Verify deposits for bookkeeper
11. Assist in mail distribution and interschool communications.
12. Exhibits a professional and courteous manner when dealing with the public and school personnel.
13. Complete work assignments accurately and in a timely manner.
14. Utilizes computer applications, e-mails, INTERNET necessary for correspondence.
15. Maintain atmosphere and physical environment of office suite.
16. Perform all other assigned duties competently.

JOB GOAL:

To serve as School Secretary in a manner which ensures efficient support for the operation of the school and to work with the Principal in carrying out designated functions of the school while maintaining accurate attendance information.