

TITLE: MIDDLE SCHOOL SECRETARY

QUALIFICATIONS

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Previous secretarial experience as determined by the Board
3. Knowledge of word processing, data bases, spread sheets, and reports
4. High level of competence in typing, filing, and general computer knowledge
5. Knowledge of automated office equipment and efficient office procedures
6. Good telephone skills and ability to communicate effectively
7. Work well with students, staff, and the public
8. Work well under pressure and deadlines
9. Excellent organizational skills
10. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Building Principal

JOB SUMMARY

To assist the building principal in the efficient operation of the school so a maximum positive impact can be made on the education of secondary school students. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

MAJOR DUTIES AND RESPONSIBILITIES

Interacting with Students and the Public

1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle followup activities as necessary
3. Assist, log in, and direct visitors to the school
4. Select, train, and oversee student office aides
5. In the absence of a school nurse, administer medications to students according to school policy
6. Handle daily announcements
7. Schedule appointments and conferences as requested
8. Register students and set up permanent records entering student demographics and all other needed information
9. Help schedule parent-teacher conferences with teachers and help coordinate them with other schools
10. Issue lockers and maintain records of the same
11. Process mid-term reports and report cards
12. Develop list for honor roll students
13. Compile diploma list for advancement to high school and make arrangements for graduation
14. Order and compile all awards

15. Supervise students in emergency situations, attend to ill or hurt students in the absence of a school nurse, and administer basic first aid and contact parents as instructed

Records and Reports

1. Maintain accurate enrollment and attendance records for various reports and forward to the district clerk as needed
2. Run daily tardy reports and mail attendance letters home when necessary
3. Prepare quarterly state attendance reports
4. Send student records as requested by schools and promptly request newly enrolled student records from other schools
5. Be responsible for maintaining accurate teacher and student accounts, including receipting, counting, and depositing all money received
6. Maintain records on all accidents, incidents, fire drill, and suspension notices, forwarding copies to the district office
7. Prepare such documents as reports, staff duty rosters, correspondence, student records, memos, monthly statements, and handbooks
8. Maintain employee records, such as absences, and submit to the district office monthly
9. Prepare a monthly substitute teacher report for the payroll department of the district Office
10. Assemble and maintain reports and information in an acceptable manner, providing ready access for the building principal and the district office, including the individual school's banking and checking accounts

Miscellaneous Office Tasks

1. Call and schedule substitute teachers and prepare their timesheets
2. Maintain a wellorganized, uptodate filing system
3. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
4. Process all purchase orders and send to the district office for supplies to be ordered
5. Keep track of expenditures on account encumbrance sheets
6. Assist the building principal in processing incoming supplies and equipment, checking original purchase orders, authorizing purchase and submits appropriate paperwork to the district office to facilitate proper payments for good or services received by the school
7. Distribute and inventory supplies
8. Maintain records of all fines during the school year

Other

1. Assist teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal
2. Assist the counselor with the master schedule for each new year and the scheduling of students into fall classes
3. Assume the duties of the bookkeeper when the bookkeeper is absent
4. Exercise such administrative authority and perform such tasks as may be delegated by the principal
5. Make necessary administrative decisions in the absence of the building principal
6. Keep immediate supervisor informed of activities and issues that may arise

7. Attend faculty meetings as required
8. Assume responsibility for his or her continuing professional growth and development by attendance at in-services or trainings
9. Seek assistance should emergencies arise
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command
12. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Printed Name

Date

Signature