

## **TITLE: HIGH SCHOOL SECRETARY/OFFICE ASSISTANT**

### **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. Works well with students, staff, and the public
8. Works 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 & 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. In the absence of a school nurse, administer medications to students according to school policy
5. 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
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. Issue lockers and maintain records of the same
10. Process midterm reports and report cards
11. Develop list for honor roll students
12. Compile diploma list for graduation and make arrangements for graduation
13. Order and compile all awards
14. Assist high school counselor in mailing transcripts to colleges and universities and in providing verifications for jobs and social security

### Reports and Records

1. Maintain accurate enrollment and attendance records for various reports and forward to the district clerk as needed
2. Send student records as requested by schools and promptly request newly enrolled student records from other schools
3. Be responsible for maintaining accurate teacher and student accounts, including receipting, counting, and depositing all money received
4. Prepare such documents as reports, staff duty rosters, correspondence, and handbooks
5. Maintain employee records, such as absences, and submit to the district office monthly
6. Assist the counselor as needed with such duties as creating charts, record requests, and typing

### 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
7. Distribute and inventory supplies
8. Maintain records of all fines during the school year

### Other

1. Exercise administrative authority and perform such tasks as may be delegated by the building principal
2. Make necessary administrative decisions in the absence of the building principal
3. Assist the accounts payable clerk as needed
4. Keep immediate supervisor informed of activities and any issues that may arise
5. Attend faculty meetings as required
6. Assume responsibility for his or her continuing professional growth and development by attendance at in-services or trainings
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. 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

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Printed Name

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Date

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Signature