

BASIC FUNCTION:

Perform a wide variety of secretarial and clerical duties to assist the Principal of a small to medium-sized middle school with routine administrative tasks and coordinate school office activities; perform public relations and communication services for the Principal.

DISTINGUISHING CHARACTERISTICS:

School Secretary I - Middle School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - Middle School incumbents 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.

REPRESENTATIVE DUTIES:

- Coordinate office activities and communications with school activities, events and time lines and assist the Principal with routine administrative matters.
- 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.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and bulletins as directed.
- 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.
- 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.
- Train and provide work direction to clerical personnel, students and others as assigned.
- Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data.
- Collect and account for money collected in conjunction with student body funds, lost or damaged books and other school activities; account for and maintain the cash fund as assigned; prepare student body financial report.
- 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 and prepare substitute time sheets.
- 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.
- Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel.
- Operate a variety of office machines such as typewriter, copiers, calculator and computer equipment.
- Utilize a mimeograph machine for forms, certificates, passes, slips and a variety of other items.
- Perform First Aid according to established guidelines and procedures.
- Perform related duties as assigned.

School Secretary I - Middle - Continued

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.

EDUCATION AND EXPERIENCE:

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 and three years of varied and increasingly responsible clerical or secretarial experience.

My signature below indicates that I have been given a copy of my job description.

Date