SCHOOL SECRETARY, HIGH SCHOOL

Job Description:
Under the general supervision of a principal, to act as secretary and receptionist and to perform a wide variety of responsible clerical work; to assist the principal by relieving him of clerical detail; and do related work as required. To serve as a confidential employee to the principal in his role as a member of the management team.

Qualifications:
1. Education: Equivalent to completion of the twelfth grade, preferably including courses in typing, office methods and computer applications.
2. Experience: One year of experience or the equivalent.
3. Knowledge: Basic modern office methods, correct business English, vocabulary, grammatical usage, spelling and punctuation; common office machines and some skills in their operation.
4. Ability: Perform responsible clerical work with accuracy and speed; learn specific rules, laws, and policies quickly and apply them with good judgment in a variety of procedural situations including pupil attendance, record keeping, cafeteria, student accounts, and correspondence; make arithmetical calculations quickly and accurately; compile and maintain accounts and complete records and reports; understand and carry out oral and written directions; meet the public tactfully and courteously; establish and maintain cooperative and effective working relationships with children and adults; type accurately from clear copy at a rate of 40 words per minute; use of computer and programs; function efficiently and cheerfully in an environment subject to constant interruption.

Typical Duties:
1. Meet the public, answer the telephone and take messages.
2. Use the intercom for messages to staff and pupils.
3. Arrange for pupil registration appointments and prepare locater cards, pupil insurance information and class lists.
4. Record pupil absences and tardies, call parents of absent pupils, prepare truancy letters and documents for SARB.
5. Record ROP attendance.
6. Prepare monthly attendance reports.
7. Maintain applications for free and reduced price meal program.
8. Manage the petty cash fund, student body accounts and balance the cash drawer on a daily basis.
10. Dispense supplies and equipment to staff and maintain appropriate inventory records.
11. Call substitute staff and maintain substitute records.
12. Assist the school nurse in preparing health files and pupil health records.
13. Assist in preparation for graduation activities.
14. Prepare general mailings to parents and/or pupils including newsletter, report cards, deficiency notices, discipline notices, athletics, insurance.
15. Prepare specific written letters, projects, staff handbooks and other written communication as directed by the principal.
16. Prepare daily and periodic reports ie., daily bulletins, eligibility lists, monthly calendars, athletic data, student body accounts.

**Immediate Supervisor:** Principal  
**Assignment:** 8 hours per day as determined by the Principal for 215 days  
**Salary:** CSEA Salary Schedule: Range 44