

**ANTHONY WAYNE LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:**                   **SUBSTITUTE SECRETARY**

**File 210**

**Reports to:**       Assigned administrator/supervisor

**Job Objective:**   Performs secretarial duties that support the effective delivery of district services.

*NOTE:* Assignments are non-binding. Duties may be modified or discontinued. Performance of functions described in this document may vary in scope, frequency and duration as directed by the assigned administrator/supervisor. During a prolonged staff absence as defined by board policy, a substitute may be required to perform all duties identified in the absent secretary's job description.

- Minimum Qualifications:**
- High school diploma. An acceptable score on a pre-employment skill test may be required.
  - Post-secondary business school training or equivalent secretarial work experience is desirable.
  - Meets all mandated health screening requirements.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
  - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Establishes professional relationships with co-workers and function as part of a cohesive team.
  - Takes the initiative to keep work skills updated.
  - Uses computer hardware/software associated with the assignment proficiently.
  - Follows complex instructions and recognizes/corrects errors independently.
  - Interacts comfortably and confidently with the public.
  - Demonstrates dependability, flexibility and willingness to take on new responsibilities.
  - Demonstrates proficiency in spelling, proofreading and the correct use of grammar.
  - Follows office protocols. Compiles, records and maintains data accurately.
  - Gives thorough attention to detail and effective customer-service.

- Essential Functions:**
- The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Provides secretarial services and associated tasks that support departmental objectives. Performs routine responsibilities independently.
  - Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to address and resolve questions/concerns tactfully. .
  - Refers district policy interpretation questions to administrators.
  - Supports community participation in school-sponsored activities that enhance student learning.
  - Facilitates teamwork. Seeks clarification when expectations are unclear. Helps resolve problems. Promotes a safe, efficient and effective work/learning environment.
  - Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records. Performs back up procedures to safeguard electronic/digital information.
  - Prepares timely paperwork. Collects, formats and edits information. Verifies data accuracy.
  - Keeps informed about program/procedure changes.
  - Greets/assists office visitors. Answers/directs calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended when temporarily leaving the office.
  - Prepares correspondence, memos, notes, E-mails, etc.
  - Maintains forms related to program functions.
  - Duplicates, assembles and processes newsletters and special mailings.
  - Assists with special projects as directed.
  - Prepares photocopies. Fixes minor equipment malfunctions. Contacts vendors as directed.
  - Processes incoming, outgoing and interoffice mail and faxes.
  - Discards archived documents following the board-adopted records retention/disposal schedule.
  - Maintains the confidentiality of privileged information.
  - Assists office staff with unexpected/urgent situations as needed.
  - Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem.
  - Reports suspected child abuse and/or neglect to civil authorities as required by law.
  - Strives to develop rapport and serve as a positive role model for others.
  - Helps students understand and embrace ethical conduct and democratic values.
  - Maintains a professional appearance. Wears work attire appropriate for the position.
  - Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Uses active listening, observation, reading, verbal, nonverbal and writing skills effectively.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

**Working Conditions:** Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks for prolonged periods.
- Lifting, carrying and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Anthony Wayne Local School District Board Of Education.

The Anthony Wayne Local School District Board Of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.