



**Position:** Middle School Secretary

**Reports to:** Building Principal

**Employment Status:** 207 Days

**Description:** Assume responsibility for assigned secretarial duties to support the efficient running of the Middle School Office, perform duties in a professional manner so as to contribute to a smooth and efficient operation of the Middle School Office and to be courteous and tactful to the wide variety of persons who make contact with the Middle School.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions**

Ensure safety of students
Monitor front doors, greet visitors and provide visitor passes
Prepare correspondence and other typing duties as may be directed by the Principal or Assistant Principal
Prepare discipline letters
Maintain check out/in register
Assist in the maintenance of scheduled appointments, conferences, and interviews of immediate supervisor
Prepare both statistical and routine reports, memoranda, bulletins, etc.
Coordinate maintenance, repair and supplies for copy machine, fax machine and other office equipment
Distribute and collect staff leave forms

Process weekly time sheets
Perform duties of receptionist by answering telephone, recording appropriate messages
Operate and maintain all office equipment including copier, fax machine and computer
Assist in the maintenance of the uniform filing system for all information and other pertinent data
Maintain students files, update grade and testing stickers
Enter new students, request records, send records for withdrawn students
Manage clinic and assist ill and injured students
Handle routine correspondence independently
Input information into and retrieve information from computer
Open office at the beginning of each work day
Prepare correspondence and other typing duties as may be directed by the Guidance Department
Assist in the supervision and training of office aides
Instruct new employees in office procedures and duties
Open and sort mail daily
Issue appropriate passes to students
Keep accurate records of staff absences and compensatory time

Prepare for graduation, end of year awards and certificates
Make contacts with the public with tact and diplomacy
Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and papers
Prepare for opening and closing of school
Prepare for Open House and Orientation
Update staff handbook, policy manual, etc.
Prepare building newsletters
Maintain staff and student emergency medical forms
Maintain student schedules and report cards

**Other Duties and Responsibilities**

Interact in a positive manner with staff, students and parents
Promote good public relations by personal appearance, attitude and conversation
Attend meetings and in-services as required
Perform other duties as assigned by the Principal or Superintendent

**Required Knowledge, Skills, and Abilities**

Ability to work effectively with others
Ability to communicate ideas and directives clearly and effectively both orally and in writing
Effective, active listening skills
Organizational and problem solving skills
Ability to generate correspondence independently
Ability to operate office equipment, e.g., copy machine, fax machine
Excellent computer skills
Ability to utilize appropriate computer software

**Minimum Qualifications:**

- BCI&I and FBI check
- High School Diploma preferred
- Business Education/Five years minimum office experience

**Required Knowledge, Skills, Abilities:**

- Ability to type at least 60 words per minute, with special emphasis placed on accuracy
- Ability to use the computer competently for work processing, spreadsheet and database.
- Ability to spell correctly and use Standard English.
- Ability to proof-read materials accurately.
- Work accurately with mathematical processes.
- Score as required on a locally administered clerical examination.
- Ability to operate a variety of office equipment.
- Knowledge of filing and record keeping system.
- Ability to organize and work independently.
- Have initiative and be punctual in the completion of work assignments.

- Ability to assume responsibility, to be flexible and to handle change productively.
- Possess good oral communications and work cooperatively with others.
- Ability to work constructively and positively with students.

**Environmental Factors**

Exposure to blood borne pathogens and bodily fluids Class I (High probability of exposure occurrences)

**Physical Requirements**

Possess the physical ability to lift equipment and materials used in performing the functions of this position.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.

The Canfield School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.