



ZIONSVILLE COMMUNITY SCHOOLS

900 Mulberry Street • Zionsville, IN 46077 • Phone: 317-873-2858 • Fax: 317-873-8003 • www.zcs.k12.in.us

Position Number:	Job Type: Classified / Full-time / Regular	
Position Title: Secretary	FLSA Status: Hourly / Non-exempt	
School/Department: Middle School Buildings	FTE: 1.0	No. of Pays: 21
Reports To: Building Principal		

POSITION SUMMARY: This position will provide administrative support to the middle school building front office by serving as first point of contact for visitors. Specific duties will include coordination of daily school administrative functions; assure the smooth and efficient operation of fast paced school office, and excellent communication with visitors, building administration and all building staff.

TYPICAL PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit and stand, use hands to handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TYPICAL WORKING CONDITIONS: While performing the duties of this job, the employee regularly works in a typical front office environment. The noise level in the work environment is usually moderate. There are no environmental hazards indicated for this position. Minimal travel may be required.

EXAMPLES OF DUTIES: (This list may not include all of the duties assigned.)

Essential Functions:

1. Serve as first point of contact to students/families by greeting visitors, answering phones, responding to all building inquiries and providing school tours when necessary.
2. Perform the necessary office routines and practices associated with a fast paced, productive school office.
3. Maintain student permanent records, absence affidavits and report card records as required by the state.
4. Coordinate and arrange building substitutes and class coverage in conjunction with the Subcoordinator while utilizing absence management process.
5. Review and monitor staff timesheets in a timely manner and make sure all are in compliance with current staffing regulations and are sent to payroll in a timely fashion.
6. Provide administrative support to Building Principal/Assistant Principal.
7. Upkeep of the school homepage/website, including incorporation of daily announcements.
8. Coordinate distribution of all written communications and e-communicate from the school.
9. Perform work on special projects and community outreach, as directed by building principal.
10. Serve as member of school safety team which includes assisting with building evacuations and ensuring teachers have all required materials, evacuation bags, and supplies.
11. Serve as the first point of contact for students utilizing the loaner/rental laptop program and escalate the issue as needed along with maintain accurate records of the information received and communicate necessary information to administrators/technology/parents as needed.

General Functions:

1. Maintenance and oversight of all office equipment.
2. Create schedules for middle school events.
3. Submit building maintenance work orders.
4. Assist staff with obtaining, purchasing, distributing instructional materials as directed by building principal.
5. Assist district registrar with student withdrawals and enrollments.
6. Perform all necessary procedures related to State Board of Accounts expectations for Extra Curricular Treasurer, as needed.
7. Facilitate and monitor facility usage for building via Dynacal.
8. Strictly maintains professionalism and confidentiality as indicated in the ZCS Confidentiality Statement.
9. Other duties as assigned by the Building Administrators.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills & Abilities: Organized and efficient with process creation, implementation and communication. Ability to use a variety of computer programs to enter student data. Professionally and effectively communicate with all levels of the organization and community members. Work independently while keeping your direct supervisor informed.

Education: HS Diploma or GED equivalent required. Some college coursework in Education, Business Management or other related field is preferred.

Experience: 0-2 years of office or secretarial experience is preferred.

Certificate/License: None

ACKNOWLEDGEMENT:

My signature serves as an acknowledgement that my job description has been explained to me by a Zionsville Community Schools representative, and I understand the contents.

Employee's Signature: _____ Date: _____

Representative's Signature/Title: _____ Date: _____