



318 East Basin Road  
New Castle, Delaware 19720

## **You belong in the Power of WE!**

Excellent secretaries make excellent schools. That's why we are relentless about hiring top secretaries who can provide **high-quality instruction** and **build authentic, loving relationships** with students.

Position:	Secretary
Location:	William Penn High School
Start Date:	As Soon As Possible
Reports to:	Principal
Work Year:	12 months

### **POSITION GOAL:**

To provide administrative support for assigned administrators, counselors, teachers, and perform a variety of clerical, secretarial, and other minor administrative functions required for the operation of the school and/or division office so that maximum positive impact on the education of children can be realized. Works with other secretarial staff on duties and responsibilities as required. This position is also required to operate a multi-line telephone system to answer incoming calls, direct callers to appropriate personnel. The responsibility of the position is to make immediate and appropriate responses to callers, both those in person and those that call by telephone. This position also serves as a greeter and must interact with all visitors entering the building.

### **MINIMUM REQUIREMENTS:**

The requirements listed below are representative of the knowledge, skill and/or ability required:

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. Persons having inquiries regarding Title VII of the Civil Rights Act, Delaware Employment Discrimination laws or Americans with Disabilities Act (ADA) may contact the Human Resources Division at (302) 323-2712.

- High School Diploma or GED
- Two (2) years or any combination of secretarial level work experience and/or higher education.
- Proficient in Microsoft Office Applications (Word, Excel, and Outlook).
- Operation of office equipment, information systems, and databases.
- Acceptable Criminal Background Report and no entries on Child Abuse Registry.
- Regular attendance is an essential function of the position

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform the duties successfully, an individual must be able to satisfactorily perform essential duties and responsibilities related to position. In addition to the responsibilities described below, the Secretary is expected to perform the following duties:

- As the first point of contact in the staff center, welcomes visitors, determines the nature of business, and announces visitors to appropriate personnel.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel.
- Responds to questions about the high school and provides callers with addresses, directions, and other information.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Routes and distributes mail in mailboxes, when needed.
- Maintain and organize student records, attendance, and other confidential files.
- Provide administrative support to the assistant principal, teachers, and other staff.
- Serve as a point of contact for parents, students, and the public, explaining policies and procedures.
- Assist with school events, such as meetings, parent-teacher conferences, and other activities.

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. Persons having inquiries regarding Title VII of the Civil Rights Act, Delaware Employment Discrimination laws or Americans with Disabilities Act (ADA) may contact the Human Resources Division at (302) 323-2712.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**RECORDKEEPING/DATABASE MANAGEMENT:**

Responsible for inputting and maintaining student records in Infinite Campus; uses both computer and manual filing systems which allow for efficient collection, retention, and retrieval of information; creates and maintains staff center files, student attendance records, student enrollments and withdrawals.

**DOCUMENT PREPARATION:**

Uses a computer or standard office equipment to prepare, create, and compose letters, labels, handbooks, newsletters, rosters, reports, bulletins, and other documents for the school, division, department or instructional programs; answers routine correspondence for the administrator; prepares documents from rough draft, notes, recordings, or oral instructions; prepares reports from confidential records; establishes and maintains files/records and prepares reports in a timely manner to meet district, state and federal regulations or deadlines.

**SCHOOL SUPPORT:**

Prepares and maintains the calendars of activities for the assigned administrator(s), counselors, parent/teacher conferences, room facilities; orders and distributes supplies and equipment, but ensures adequate inventory levels are maintained; manages various accounts including but not limited to petty cash, and special event funds (if applicable); arranges routine and special transportation needs for all students, including disabled student population; makes arrangements for field trips and/or maintains field trip documentation; places service calls for copiers and other office equipment.

**OTHER DUTIES:**

Shall perform other tasks and assume other responsibilities as may be assigned.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. Persons having inquiries regarding Title VII of the Civil Rights Act, Delaware Employment Discrimination laws or Americans with Disabilities Act (ADA) may contact the Human Resources Division at (302) 323-2712.

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and/or fingers to handle, or feel; reach with hands and arms; talk or hear; and taste or smell. This job inquiries repetitive stooping, twisting and bending. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **HOW TO APPLY:**

Interested candidates who meet the qualifications may apply by completing an employment application at <http://applitrack.com/colonial/onlineapp> no later than 11:59 pm on the closing date. Applicants needing special accommodations in the application process of this vacancy announcement may contact the Human Resources Division at (302) 323-2712.

**The Colonial School District is an equal opportunity employer and does not discriminate against employees, applicants, visitors, or others, and does not deny access to educational or other services, based on any characteristic prohibited by law.**

**Note: Incomplete application packages will not be considered.**

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. Persons having inquiries regarding Title VII of the Civil Rights Act, Delaware Employment Discrimination laws or Americans with Disabilities Act (ADA) may contact the Human Resources Division at (302) 323-2712.

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. Persons having inquiries regarding Title VII of the Civil Rights Act, Delaware Employment Discrimination laws or Americans with Disabilities Act (ADA) may contact the Human Resources Division at (302) 323-2712.