



West Carrollton City Schools Job Description

Title: Secretary – School

Reports To: Principal

Evaluated By: Principal

Job Location: As Assigned

Job Summary:

Coordinates internal and external communications.

Job Index Number: 210

FLSA Status: Exempt

Minimum Education:

- High School diploma or GED

Minimum Experience:

- None.

Preferred Education/Experience:

- 1-3 years secretarial experience preferably in a school setting

Required Licensure: None.

Essential Functions (includes % of time spent on the job):

- Performs secretarial and administrative support duties. Takes the initiative to perform routine tasks independently. Organizes and maintains computer database and paper filing systems that ensures the safe retention and efficient retrieval of office records. Maintains an orderly office.
- Maintains the confidentiality of privileged information.
- Answers and directs telephone calls. Takes/delivers messages.

- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Helps communicate information about weather delays and program cancellations.
- Prepares and processes database information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of data as directed.
- Helps coordinate school activities (e.g., open houses, parent/teacher conferences, student/staff orientation, recognition programs, staff in-service training, etc.).
- Collects and maintains staff and student medical emergency authorization forms.
- Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, schedules, student lists, etc.
- Processes interim reports, grade cards, and supplemental information.
- Processes student forms (e.g., work permits, driving permits, etc.).
- Authenticates student requests to be dismissed during school hours. Processes late arrivals.
- Calls parent/guardians when the school has not been notified about an absent student. Mails written notification when contact cannot be established.
- Collects forms, prepares absentee list, and processes daily attendance records. Keeps the principal and guidance staff informed about absenteeism, tardiness, and truancy concerns.
- Verifies student attendance information for grade cards.
- Notifies teachers about homework requests for absent students.
- Monitors students sent to the office for illness or discipline reasons.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes incoming, outgoing, and interoffice communication.

Other Responsibilities:

- Assists with committee assignments and/or special projects as directed.
- Prepares requisitions and purchase orders as directed. Maintains procurement information.
- Monitors bus communications. Conveys information as needed.
- Administers medications and renders basic first aid when a school nurse is not available.
- Prepares information for the Ohio High School Athletic Association.
- Updates student/parent and teacher handbooks.
- Keeps current with program, policy, and procedure changes. Responds to information requests.
- Maintains an office calendar. Schedules appointments as directed.
- Monitors and reorders office supplies to maintain reliable service levels.
- Follows the board-adopted records retention/disposal schedule to discard records as directed.
- Performs other duties as directed.

Physical

Requirements:

- Stand, sit and walk on a frequent basis over an eight hour period. Work can be modified to be performed in a sit or stand only basis during the work day.
- Fine motor skills required for use in pincher grasp and typing.

Working

Conditions:

- Work is generally indoors in an office and school setting.

Performance Evaluation:

Job performance is evaluated according to the policy provisions and procedures of the West Carrollton City Schools. The supervisor shall assess/rate the individual's job performance against the responsibilities and essential elements that are applicable and included in this job description. The West Carrollton City Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.

Revised: 4/10/2018

I have reviewed the duties outlined in this job description. I accept responsibility for performing these duties to the best of my ability and will strive to improve future performance under the direction and guidance of the assigned supervisor.

Signature

Date