

CLASSIFICATION SPECIFICATION
Secondary and Elementary Secretaries

Title: **SECONDARY and ELEMENTARY SECRETARIES**

Classification: Secretaries

Reports To: Building Principal/Assistant Principal

Employment Status: Full-time

FLSA Status: Non-exempt

Superintendent Approved: 2/22/23

QUALIFICATIONS:

1. Associate degree or have completed at least two years of college courses (48 semester hours or 60 quarter hours). High School Diploma and successful completion of ParaPro also meets this requirement
2. Achieve a proficient score on required assessments administered through the Warren County Career Center (PSI General Personality Survey, Office Skills Battery, Word 2019, Excel 2019)
3. Typing: 35 words per minute
4. Ability to handle confidential matters, respond to multiple priorities and demands, work well under pressure with attention to detail.
5. Data Entry: demonstrate proficiency
6. Must pass a criminal background check including fingerprinting
7. Has demonstrated regular attendance.
8. Must be able to lift, box, store, and move textbooks and other instructional materials. This would require an ability to lift up to **50 lbs.** for a distance of 30 feet.

GENERAL DESCRIPTION:

Under general supervision, performs office duties to assist the Principal/Administrator in routine operation of office (e.g., student records, correspondence, mail, telephone, etc.); oversees daily student attendance; prepares biweekly payroll information; collects, records, and prepares deposits monies.

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ESSENTIAL FUNCTIONS:

1. Assists with preparation and filing of building and student records (e.g., registration, withdrawal, report cards, EMIS, test results, student pictures, free and reduced lunch, scheduling etc.).
2. Serves as cashier-for the building (e.g., class fees, activity accounts, donations, paper/pencil machine, vending machines, book orders, cafeteria, etc.) Collects and counts monies, prepares deposit slips, maintains activity balances.
3. Assists with school communications (e.g., prepares and distributes newsletters, notices, forms, student directory, etc.)
4. Types, files, retrieves, staples, copies, and distributes various records and documents (e.g., correspondence, purchase orders, teacher evaluations, notices, forms, reports, on-line data input of requisitions for purchases, which includes all data for purchases such as vendor numbers, budget codes, etc.)
5. Maintains office equipment and assists staff members with operation of same (e.g., replaces toner, clears jams, cleans glass, replaces paper, etc.); calls service representative as necessary.
6. Sorts and distributes mail.
7. Maintains staff attendance and substitution records and prepares payroll reports.
8. Places and receives telephone calls (e.g., takes messages, answers routine questions, gathers information, etc.); directs calls and visitors to appropriate district personnel.
9. Prepares special projects and assignments (e.g., award certificates, invitations, flyers, notices, etc.). HS Specific: Maintain/verify eligibility of seniors for graduation. Prepare correspondence to parents, students and press releases. Prepare graduation program for printing. Set up and attend graduation ceremony. Compile Senior Awards program, print, copy and assist with ceremony.
10. Prepares daily attendance list (e.g., collects attendance, scans sheets, prints attendance, maintains records, etc.) and follows up on late arrivals and early dismissals. Prepares building attendance reports on a regular basis as determined by Ohio Attendance Laws.
11. Cares for student illness and injuries and notifies parents. Dispenses and records medication to students when needed in accordance with district policy.
12. Prepares correspondence, agendas, meeting minutes, calendars, handbooks, personnel lists, memos, reports, etc., as directed by the Principal/Administrator.
13. Maintains and updates personnel and office files.
14. Prepares and maintains accurate and up-to-date building rosters.
15. Orders, distributes, and maintains inventory of office/building supplies.
16. Submits required student data for EMIS information for building, district and central office.
17. Prepares and mails letters to parents with requests for testing, notification of re-evaluation meetings, etc.
18. Maintains a building use calendar for the building, including community groups, rentals, and athletics/gym rental.
19. Prepares registration summer school brochure, maintains database for registrations and sends letters to parents.
20. Demonstrates regular and predictable attendance.

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OTHER DUTIES AND RESPONSIBILITIES:

1. Acts as supervisor's liaison with staff, parents, and public.
2. Compiles daily announcements for building principal and reads announcement on intercom as needed.
3. Supervises student workers and students who are sent to the office.
4. Provides clerical support to elementary guidance counselor, Title I Coordinator, Gifted Department and other Educational Services staff assigned.
5. If an emergency situation should arise in the absence of the building administrator, call the Superintendent's office or another building administrator.
6. Maintains hallway staff directory and building announcement board.
7. Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Board policies and procedures; building policies and procedures; secretarial techniques and procedures; public relations; bookkeeping; scheduling; state reporting; student activity funds; basic arithmetic; proficient computer operations , such as; knowledge of word processors, databases, Google, spreadsheets, publishing programs, etc. ; building operations; textbook and instructional material publishers and ordering processes.

Ability to: Interpret policies, procedures and regulations; follow instructions; communicate effectively; maintain files and records; collect data; proficiently operate computer; develop effective working relationships with staff, students, and public; be an accomplished typist; understand and calculate basic mathematics; maintain confidentiality; manage office (overall organization and neatness of the office); be courteous and polite in answering telephone and greeting the public; be exact in content, spelling, and neatness.

Skill in: computer; copier, printer.

EQUIPMENT OPERATED:

Computer, copier, fax machine, calculator, phone system,, laminator, scanner, security software and equipment

Note: This job description combines previously separate job descriptions for Secondary and Elementary Secretarial Positions. Those descriptions with updated on Revised: 9/26/05, 10/07/05, 4/27/2007, 6/21/2007, 8/28/2009, 6/13/2019

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This classification specification in no manner states or implies that these are the only duties and responsibilities to be performed by this classification. The incumbent of this classification specification will be required to follow the instructions and perform the duties required by the Board of Education.

Superintendent or Designee



Date: 2/22/23

My signature below signifies that I have reviewed the contents of this classification specification and that I am aware of the requirements of my duties.

Employee:

Date: