

TITLE: Administrative Secretary – Meadowdale High School**Page 1**

Employee Group: Edmonds Association of Office Personnel (Public School Employees)**Reports to:** Reports to Principal or administrative designee. Receives work assignments from multiple building administrators.**Supervises:** None**FLSA Status:** Non-exempt**Salary Level:** Level D**JOB SUMMARY:** Performs a variety of office clerical duties in support of activities of the High School and serves as confidential secretary to Building Administrators.**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Provides secretarial support to Principal or Assistant Principals. Uses word processing, spreadsheet, and presentation software to develop, format, and proof correspondence, forms, memos, reports, presentations, and confidential materials from handwritten drafts or verbal direction.
2. Serves as receptionist for main office. Answers the telephone, responds to inquiries or directs callers to appropriate party. Greets and assists parents, students, staff and visitors. Provides volunteer or visitor ID badges; escorts visitors to various locations as needed. Provides back up support to Office Manager and may fill in case of Office Manager's absence.
3. Sorts and distributes U.S. and inter-school mail; ensures mail is placed in appropriate mailbox for each department or staff member. Receives, signs for and distributes shipped items. Prepares outgoing mailings.
4. Processes volunteer applications; annually updates volunteer database and requests new paperwork upon expiration; completes Washington State Patrol background checks. Assists with parent outreach activities.
5. Monitors students sent to the health room; provides basic first aid and proper medical care to sick or injured students; offers comfort measures to students with minor discomforts; calls parent/guardian and arranges for early dismissal of students who are returning home due to illness. May administer anaphylaxis treatments (EpiPen), provide CPR/AED, and/or call 911 for health emergencies.
6. Receives medications from parent/guardian; completes medication receipts; secures medications for students and provides access to medications as required; administers medications or observes self-administration to ensure safe and accurate dosage to students.
7. Logs each health room visit and relevant student health information in the electronic student information system. Completes Student Accident Report and Head Injury Report forms as necessary. Provides Skyward reports for the Attendance Office.
8. May enter new and annual student health history and medication records; communicates with the school nurse; provides clerical support and helps with routine referral and follow-up activities. May track and/or record student immunization and vaccination records.
9. Assigns and monitors work of student office assistants; trains students in office procedures; provides feedback for student's grade report.
10. Collects information and prepares email with daily announcements for staff. Updates and maintains Google staff calendar of events.
11. Receives and verifies paperwork for parking permits; issues permits, maintains student vehicle information log, coordinates off-campus/lunch passes with Assistant Principal, and

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assists students with transportation issues.

12. Oversees school website; creates and maintains webpages; assists other users in designing webpages and posting updates; communicates with departments, clubs, staff and community groups to gather and disseminate web updates and relevant school news. Creates, organizes, proofs, and publishes electronic newsletter for students, parents, and staff. Prepares and uploads meeting minutes, staff documents, handbooks, and forms to the staff portal.
13. Collects and receipts payments for fines and fees from students and staff members. Reconciles cash deposits. Inputs fine information into Skyward computer system; produces fine or fee reports; may contact parents and attempt to collect fines; informs parents of consequences of not paying fines. Collects and receipts payments for fines and sales; enters fine and fee information into Receipting System database.
14. As a cooperating team member, provides support for student award programs. Requests nominations from staff; creates, prints, and distributes certificates.
15. Coordinates with vendor to resolve copier issues; reports service requests and orders copier supplies.
16. Maintains folders for substitute teachers with appropriate information, keys and student health alerts; greets substitute staff; distributes keys and reviews their daily schedule with them. Daily runs staff absence report; verifies substitute payroll entries are correct as necessary.
17. Maintains regular and consistent attendance. Work must be provided onsite and in person.
18. Performs other related duties as required.

REQUIRED QUALIFICATIONS**Education and Experience:**

- 18 years of age and hold a high school diploma or equivalent.

and, one of the following:

- Hold a post-secondary or advanced degree; or
- Earned a minimum of ten (10) relevant college credits; or
- Have three (3) years of relevant experience.

Knowledge, Skills and Abilities:

Knowledge of general office procedures.

Knowledge of basic math principles.

Skill in operating all office machines.

Ability to communicate effectively over the telephone, in person and in writing.

Ability to compose correspondence from verbal direction and to proofread and edit using correct grammar, spelling and punctuation.

Skill in use of Microsoft Office, Google Suite and Internet.

Ability to quickly learn the operation of specific application software programs.

Ability to set up and maintain effective filing systems.

Ability to handle confidential material in an ethical manner.

Ability to work independently with minimal supervision.

Ability to attend to detail and follow tasks through to completion.

Ability to work under stress with deadline pressures and frequent interruptions, and to quickly

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adapt to changing priorities.

Ability to effectively deal with angry or distraught students and parents in a calm, supportive and non-threatening manner.

Ability to establish and maintain effective working relationships with District staff, students, parents and the general public.

Licenses/Special Requirements:

First Aid/CPR training required (or ability to complete a First Aid/CPR course).

WORKING CONDITIONS

Office environment; requires visual concentration on detail, dexterity and precision. Experiences frequent interruptions; required to meet inflexible deadlines.

PHYSICAL DEMANDS

Ability to sit for prolonged periods. Frequently required to stand; walk; use fine hand and finger movements (keyboarding); and reach with hands and arms.

DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed nor do the statements above list all responsibilities and qualifications of personnel so classified.

CLASSIFICATION HISTORY

Developed by Human Resources, 05/93. Revised 02/02 (including title change from "Secretary/Receptionist"), 2/14, 09/17 (including title change from High School Secretary). Revised: 08/23.