

# FAYETTE COUNTY PUBLIC SCHOOLS

## Secretary I, School Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Assigned School	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal and/or designated school-based administrators	<b>WORK CALENDAR:</b>	190 Days
<b>SALARY SCHEDULE:</b>	Classified Salary Schedule	<b>APPROVED (Board):</b>	November 2004
<b>PAY GRADE:</b>	3475	<b>REVISED:</b>	November 2024; September 2023; September 2022; June 2022; February 2018

**SUMMARY:** Under the direct supervision of school system administrators, perform routine and basic administrative support duties as assigned

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Serve as a liaison between the public, schools, and staff
3. Assure the smooth and efficient operation of the school office for maximum positive impact on the education of students
4. Greet visitors and direct them to office
5. Perform usual office routines and practices associated with a busy and efficient office
6. Receive, screen and route incoming calls; take messages, as necessary, for students, teachers and staff
7. Sort and distribute incoming mail and packages
8. Read incoming material and forward to proper individual or file
9. Maintain a log of visitors to the school and ensure consistent use of the visitor check-in kiosk
10. Assist in maintaining daily teacher attendance and student attendance as well as substitute teacher attendance records
11. Process requests for homework assignments for students
12. Provide coverage for teachers and other staff as needed
13. Ability to be present at the physical worksite
14. Must be able to properly and consistently supervise students, particularly during emergency situations
15. Perform other duties as assigned and allowable by intended program

### REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent

Keyboarding, telephone and filing skills

Proficiency in administrative technology

Excellent problem-solving skills

Excellent oral, written and interpersonal skills

Ability to handle and complete multiple tasks simultaneously

### PHYSICAL DEMANDS:

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

**PREFERRED QUALIFICATIONS:**

Proficiency in a variety of computer software programs including Microsoft Office

Experience in an office setting as a secretary, administrative assistant, office manager, or comparable position

**REQUIRED DUTIES & RESPONSIBILITIES:**

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.