



Job Description

Position Title: Clerical II School Front Office (200 Day)		
Department: Teaching and Learning	Evaluation Instrument: Talent Ed	
Compensation Range: \$24,568 – \$36,046* <i>*Salary is commensurate with experience and grade band. Salary range based on full time employment FY26/BN/RW2</i>	FLSA Status: Non-Exempt	Retirement: TRS
Work Days: 200 Days	Reports to: School Principal	
Position Summary: The Front Office Secretary provides clerical support to the School Front Office and ensures the office is a pleasant and efficient environment for all who need assistance.		
Qualifications		
Education: High School Diploma or GED		
Physical Activity:		
<ul style="list-style-type: none"> ● Prolonged periods of sitting, talking, and listening ● Prolonged use of hands and arms ● Lift and/or move 10 pounds ● Ability to adjust focus and use close vision ● Must be able to work onsite 		
Knowledge, Skills, and Abilities		
<ul style="list-style-type: none"> ● Communicates effectively with all stakeholders both written and verbal ● Knowledge of computer usages and modern office practices including use of Word and Outlook (email) ● Works with peers/supervisors in a considerate and cooperative manner and assists others when needed ● Organizational Skills ● Ability to adapt to changing work priorities and working with frequent interruptions ● Carries out work with a high degree of accuracy and strong attention to detail ● Must be able to successfully manage multiple tasks, projects, and responsibilities 		
<i>The Board of Education and the Superintendent may accept alternatives to some of the above requirements.</i>		

Duties and Responsibilities
<ul style="list-style-type: none"> ● Serves as receptionist making initial contact with stakeholders upon entering the building, providing direction to callers, and announcing visitors to appropriate staff members ● Provides a welcoming environment by maintaining a pleasant attitude, greeting all stakeholders, keeping the office neat, and ensuring materials are up-to-date ● Maintains high standards of confidentiality, attendance, and flexibility while working cooperatively with coworkers ● Assists with processing students entering or withdrawing from school ● Maintains the confidentiality of reports, records, and personal experiences of a private nature regarding students, families, and staff. ● Types and processes correspondence, reports, orders, and various items as needed

- Distributes mail and maintains office files
- Works with multiple administrators
- Performs other duties as assigned by the school counselors or school principal

- Uses word processing skills to complete correspondence, reports, orders, and various items as needed
- Files various correspondence, reports, forms and records
- Performs other duties as assigned by appropriate supervisor

Security Clearance: The Glynn County School System requires a criminal background check and fingerprinting on all new employees, including all substitutes and other designated employees.

This document provides information about the above Glynn County Schools position. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

Revised: 10/2025