

Griffin-Spalding County School System

Title: School Secretary Job Class Code: 420C Job Details: *See Work Days below*/Non-Exempt/Full Time Updated: 05/17/2024 Reviewed: 05/17/2024	Category: Secretarial/Clerical Reports To: School Principal Salary Schedule: Classified Pay Grade: GK Salary Range:\$25,032-\$45,057.60
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JOB SUMMARY

Serves as confidential secretary to the school administration and for the school, public and students being served in communicating information, problem solving, and otherwise facilitating the support of the educational process. Works cooperatively with stakeholders to support an excellent educational experience for all students.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Meets and interacts with stakeholders in routine situations utilizing tact, discretion and courtesy
- Types correspondence, letters, memos, purchase requisitions, check requests, forms, etc.
- Submit purchase orders, distribute and process invoices for payment for all purchases from local school funds and grant funds
- Handles bookkeeping and financial transactions with accuracy and fidelity
- Makes and receives telephone calls, takes messages, routes calls
- Maintains school records and files for building principal and related requirements
- Picks up and distributes mail
- Types, prepares, distributes, files, records/reports, correspondence, mailings, etc., related to building functions and principal needs
- Takes/transcribes notes for correspondence
- Coordinates all aspects of special events
- Registers administrators and teachers for conferences and classes including travel arrangements
- Runs school errands and makes purchases as directed by principal
- Orders, processes and maintains office materials and equipment
- Serves as confidential secretary for administrators and students
- Screens telephone calls/visitors as directed by administration
- Operates standard office equipment
- Attends in-service training as scheduled
- Enters leave into electronic timekeeping system, reconciles and signs off on electronic timesheets
- Compiles information from various sources on a variety of standardized forms
- Uses Excel to create and maintain spreadsheets for various projects/assignments
- Conforms to all District and school policies/procedures
- Interprets rules, policies, regulations, instructions and laws and exercises independent judgment in the interrelation and application of standard practices and procedures
- Submits weekly payroll information for maintenance staff
- Approves field trips on behalf of administration
- Maintains calendars
- Maintains a cooperative working relationship with administration, parents, staff and public

- Demonstrates ethical behavior and confidentiality of information about students in school environment and community
- Maintains appropriate documentation and recordkeeping as required
- Observes assigned work hours
- Maintains a pattern of prompt and regular attendance
- Follows the daily schedule as prescribed
- Adjusts to work assignments and /or schedule changes
- Supports and follows system initiatives and procedures
- Maintains prompt and regular attendance as physical presence on the job site is required
- All other duties assigned

SUPERVISES

- No Supervisory Responsibilities

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Three years secretarial or related office experience, preferably in an educational setting
- Technological skills in various programs (i.e. Google Suite)

PREFERRED QUALIFICATIONS

- Associates degree or other formal, post-secondary education
- Previous experience working k-12 education
- Ability to speak English and Spanish
- Bookkeeping experience or formal education

COMPETENCIES NECESSARY TO DO THE JOB

- Excellent customer service skills
- Excellent time management and communication skills
- Ability to work effectively with parents
- Ability to work autonomously; without direct supervision
- Ability to handle stressful situations with calmness and professionalism
- Ability to process data and make appropriate workflow decisions
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

***WORK DAYS**

- Elementary School - 210 days
- Middle School - 230 days
- High School - 220 days (if student population is less than or equal to 300)
- High School - 230 or 220 (two slots for 230 days, and one slot for 220 days if student population is greater than or equal to 300 and less than or equal to 1500 students)

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel

Griffin-Spalding County School System does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

