

HIGH SCHOOL HEAD SECRETARY

SPA License Status:	<i>Non-licensed/No Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Principal</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Secretarial/Clerical Personnel, Range 4</i>
Terms of Employment:	<i>8 hours / 12 months</i>
Job Goal:	<i>To assist in the efficient operation of the office to which assigned</i>

Minimum Qualifications

- 1. High school diploma or equivalent*
- 2. Excellent computer skills in Microsoft Office (MS) software applications and database applications*
- 3. Outstanding verbal, written communication and organizational skills*
- 4. Possession of, or ability to obtain, a valid New Mexico Driver's License, reliable transportation and current auto insurance with minimum liability coverage*
- 5. Bilingual and Bi-literate in English and Spanish (preferred)*

Job Duties

- 1. Perform office routines and practices associated with an efficiently run office including, but not limited to, efficient records management, excellent customer service, timely processing of incoming mail and completion of projects requested by supervisor, produce accurate and comprehensive written documents as requested.*
- 2. Adhere to relevant procurement statute and department rules in the purchase and maintenance of adequate supplies for the office.*
- 3. Count and receipt all money, make regular bank deposits and maintains financial records.*
- 4. Maintain records of operational, activity funds, and financial transactions, including payment to personnel for supervision of extracurricular activities, processes purchase orders and posts; issues starting cash for cash boxes.*
- 5. Collect on any returned payment vouchers (insufficient funds, etc.).*
- 6. Order, receive and verify receipt of supplies including athletic orders, textbooks,*

- instructional materials, equipment, furniture, etc.; oversees distribution to staff.*
7. *Process school vehicle requests, printing requisitions, transportation requisitions, and travel reimbursement requests.*
 8. *Oversee office secretarial personnel and provides direction (non-evaluative).*
 9. *Manage the Subfinder system to include but not limited to running available reports and verifying absences.*
 10. *Schedule appointments for school administrators and arranges for meetings, workshops, etc.*
 11. *Maintain necessary annual files for transportation, requisitions, insurance records, building and equipment repairs, theft report, etc.*
 12. *Supervise and/or administer care to ill or injured students in nurse's absence, notifies parent if necessary.*
 13. *Contact nurse, parent and/or ambulance services in an emergency situation.*
 14. *Assist administrative staff in parent conferences, for example making copies, calling students or teachers from classrooms, and translating if applicable.*
 15. *Assist administrative staff in parent conferences when necessary.*
 16. *Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
 17. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
 18. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
 19. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
 20. *Evenings and weekend work may be required.*
 21. *Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ *Date* _____

Approved By _____ *Date* _____

