

MAPLE HEIGHTS BOARD OF EDUCATION

JOB DESCRIPTION

<u>Title:</u>	Secretary II
<u>Department:</u>	As assigned
<u>Building/Facility:</u>	As assigned
<u>Reports To:</u>	As assigned
<u>Overview:</u>	Provide secretarial assistance; maintain an organized, efficient office environment; perform switchboard and receptionist duties.

Note: The below lists are not ranked in order of importance

Basic Functions:

- Attend meetings and in-services as required
- Promote positive public relations by interacting tactfully and diplomatically with staff, students, parents, and public
- Project a positive image through professional appearance, attitude, and conversation
- Serve as a role model for students by acting as a responsible, intelligent citizen
- Ensure safety of students
- Maintain respect at all times for confidential information
- Enforce and comply with all Maple Heights Board of Education policies and procedures
- Performs all assigned duties in a complete, accurate, and timely manner
- Answer multi-line telephone, direct calls to proper extensions, record appropriate messages if necessary
- Greet visitors
- Sort and distribute mail
- Assist in the maintenance of the uniform filing system for all information and other pertinent data including student files
- Handle routine correspondence independently
- Input information, and retrieve information from computer
- Operate, maintain, and order supplies for all office equipment including copier, fax machine, and computer
- Responsible for typing, proofreading, filing, and/or distributing correspondence, memos, requisitions, local reports, state reports, federal reports, monthly reports, yearly reports, and/or other typing as may be directed
- Perform follow up communication requests with other buildings, administrators, secretaries, and staff

Other Duties and Responsibilities:

- Perform other duties as assigned
- Keep updated and informed on new procedures/programs for EMIS reporting

Central Office

- Assign and maintain a record of all school facilities used after school hours and on weekends (building permits)
- Record all Central Office incoming calls and visitors

Curriculum

- Distribute proficiency materials to schools and ensure all information remains confidential
- Maintain records of money available in each grant and all transactions taken pertaining to curriculum
- Maintain statistical information regarding proficiency scores
- Responsible for in-service and staff development information
- Prepare and distribute courses of study, curriculum guides, brochures, newsletters, and numerous reports
- Prepare news released to be displayed in local newspapers
- Process graphic arts orders
- Maintain accurate records of and process professional trip, field trip, and release time requests
- Maintain appointment calendar for Director of Instruction

Personnel

- To assist new certified employees in the completion of all necessary paperwork
- To compile and assist in the compilation of all materials needed for the completion and update of certified employee files
- To prepare EMIS paperwork for all new certified employees and supplemental positions
- Schedule interviews and coordinate with Director of Personnel and Administrator(s) involved
- Maintain appointment calendar for Director of Personnel

Special Pupil Services

- Process travel reimbursement forms from staff members
- Compile and reconcile Medicaid claims for CAFS reimbursement
- Coordinate record access and release to out-of-city districts and requesting agencies
- Design/develop procedures, forms, brochures, booklets, and reports for the Special Services Department
- Assist the Coordinator of Special Services in tracking due dates and deadlines for reports, evaluations, and funding and reporting the information to the appropriate administrator
- Input, log, and type all evaluation team reports and attention deficit disorder evaluations for school psychologists
- Maintain account records and attendance records for Special Services Department
- Maintain and update all special education files for all students in the special education program
- Maintain appointment calendar for the Coordinator of Special Services
- Maintain copies of current IEP on file for each student receiving special education services
- Maintain copies of current psychological evaluations on file for each student receiving special education services
- Maintain student and personnel records via District/building database
- Monitor/maintain EMIS information for District special education students
- Prepare for kindergarten screening and extended-day kindergarten program
- Print all IEP forms for District use
- Process new student information for special education
- Request records and monitor their return on students moving into the District
- Responsible for maintaining open enrollment records on special education students
- Maintain accounting of special education funds
- Maintain check in/out register for SPS staff
- Process weekly time sheets

Warehouse

- Maintain an account ledger of repair costs for each school bus and school owned vehicles
- Maintain up-to-date student transportation files
- Prepare and maintain up-to-date inventory of all parts, supplies, and equipment for Transportation and Buildings & Grounds
- Enter and maintain Districtwide building and equipment inventories
- Prepare employee payroll/time cards, including maintaining records of absences, overtime, sick leave, and personal leave
- Refer bus route adjustment requests to Director of Transportation
- Assist in developing and maintain record of work orders by building
- Assist in developing and maintain physical inventory of mechanical equipment for the District properties and buildings
- Prepare bus and driver schedules for extra-curricular activities and other school activities per the Director of Transportation
- Prepare and maintain fuel and mileage reports for Transportation and Buildings & Grounds
- Maintain and review cellular phone log sheets
- Maintain student information and bus routes on the computer and work with individual drivers as necessary

Qualifications:

- High school diploma or equivalent
- Such alternative to the above as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities (including, but not limited to):

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g. copy machine, fax machine, etc.
- Ability to type at least 50 wpm
- Ability to work effectively with others
- Effective, active listening skills
- Knowledge of appropriate computer software
- Grammar, spelling, organizational, and problem-solving skills

Equipment Operation (including, but not limited to):

- Telephone
- Calculator
- Computer
- Copy machine
- Fax machine
- Typewriter
- Adding machine
- Postage meter
- Binding machine
- Two-way radio

Additional Working Conditions (including, but not limited to):

- Frequent interruption of duties by students, visitors, staff, and/or telephone
- Lifting and carrying of office supplies and materials up to a maximum of 20 pounds
- Occasional overtime
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional exposure to fumes, airborne particles, toxic or caustic chemicals
- Occasional interactions with unruly children
- Occasional operation of a vehicle under inclement weather conditions, i.e. being prepared to come to work on all scheduled work days
- Occasional travel
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, crouch, climb, and kneel
- Repetitive hand motion, e.g. typing
- Occasional exposure to loud noises
- Occasional requirement to work near moving mechanical parts