

ADMINISTRATIVE SECRETARY – Middle School

ESSENTIAL DUTIES and RESPONSIBILITIES:

- A. Provides support to the Building Principal and Assistant Principal by:
 - Providing support to the principal and assistant principal relating to goals and objectives; keeping them informed of pertinent information as needed
 - Serving as administrative assistant to the building principal and assistant principal
 - Handling routine administrative matters in the absence of the principal and/or assistant principal
 - Composing and preparing a variety of materials such as letters, memoranda, reports and data from rough drafts and/or instructions
 - Working as the liaison between district staff, the public, vendors, businesses and state & city departments
 - Receiving, answering and routing phone calls
 - Receiving, logging and routing building/school mail as necessary
 - Coordinating and planning for conferences, meetings, programs and trainings
 - Maintaining schedule of appointments
 - Assisting with the preparing and maintaining school budget records and financial reports
 - Compiling data, monitoring and maintaining attendance rosters, enrollment counts and statistical records & reports
 - Maintaining and processing confidential files and cumulative student records including enrollments, birth certificates, immunization records, transfers and withdrawals
 - Compiling and reporting staffing and budget & program information for local, state and federal reports
 - Creating, updating and distributing informational material including guideline books, pamphlets, training packets and policies & procedures for seminars and meetings
 - Attending meetings, taking notes and keeping records as required
 - Registering students for enrollment
 - Processing work orders, property damage/loss forms, employee First Report of Injury forms and student injury forms
 - Reviewing and processing mileage reports, leave requests and invoices
 - Coordinating and assisting staff with the use of district and non-district facilities
 - Managing 8th grade promotion processes
 - Maintaining confidential administrative files and employee & student matters
 - Greeting and assisting school building visitors, students, families and staff
 - Processing and coordinating activity fees for students
 - Organizing, announcing and coordinating schedules for athletic and other school events
 - Coordinating ticket sales for athletic and other school events
 - Monitoring, recording and maintaining special accounts
 - Collecting funds and maintaining accurate fiscal records for student activities
 - Scheduling and managing school and athletic pictures
 - Reviewing and processing leave requests and substitute assignments
 - Keeping informed of board policies
- B. Provides assistance to students by:
 - Processing lunch/meal accounts
 - Collecting and recording athletic fees, book fines and other fees as may be necessary
 - Taking student temperatures and assisting sick/injured students and contacting parents/guardians
 - Administering general first aid
 - Maintaining permission forms and disbursing medications to students as directed
 - Assisting with registration; processing student record requests
 - Receiving and distributing student deliveries
 - Assigning and processing student locker requests
 - Maintaining lost and found for the building
- C. Provides clerical assistance by:
 - Performing receptionist/secretarial duties
 - Ordering supplies, equipment and materials

- Processing warehouse requisitions, purchase orders, print shop requisitions and catering forms
 - Maintaining inventory, following up on orders, distributing supplies and accounting records
 - Receiving, logging and routing all mail received in the school; processing outgoing mail
 - Maintaining monthly administrator and staff absence reports
 - Compiling data, processing reports and maintaining information for budget, enrollment, attendance, statistics and book inventory
 - Troubleshooting and repairing minor issues with office equipment
 - Receiving and processing staff timesheets
 - Maintaining petty cash
 - Assisting with arranging substitutes in the school
 - Generating award certificates
 - Recording data and compiling reports for designated agencies including but not limited to the Office of Public Instruction, Northwest Accreditation Report and the Department of Health & Human Services
- D. Maintains a cooperative and professional relationship with staff and supervisors by:
- Establishing and maintaining effective and cooperative relationships with those contacted in the course of the work day
 - Effectively communicating with those contacted in the course of the work day exhibiting tact, patience and courtesy
- E. Maintains a high level of ethical behavior and confidentiality of any information regarding students, staff and all job-related matters.
- F. Collaborative Responsibilities:
- Demonstrates understanding of and compliance with confidentiality practices and policies
 - Works with moderate supervision both independently and as a member of a team
- G. Other job-related duties as required by the Building Principal and/or Assistant Principal

MINIMUM QUALIFICATIONS:

- Education, Licensure
 - High school diploma or equivalent
 - Courses in office organization or secretarial skills or combination of training and experience *preferred*
- Experience
 - Office experience, preferably in a school district
- Knowledge, Skills and Abilities
 - Competency with Microsoft Office and/or other office software, computer experience and internet use
 - Ability to understand and apply complex rules and policies
 - Knowledge of office practices, procedures and equipment
 - Ability and willingness to work independently and as part of a team
 - Ability to effectively communicate with staff, the public and others in a polite and professional manner
 - Knowledge of and ability to use positive problem solving skills
 - Ability to make decisions and handle stressful situations
 - Ability to maintain confidentiality of employment and student matters
 - Ability to understand and carry out written and oral instructions
 - Ability to independently compose written material (letters, memos, emails, etc) using proper grammar and spelling
 - Abilities in basic mathematics
 - Ability to learn, interpret and follow specific regulations, guidelines and procedures
 - Demonstrated ability to act with initiative and good judgement
 - Ability to effectively manage time and responsibilities and multi-task
 - Ability to work effectively with frequent interruptions
 - Ability to maintain files and records, and prepare reports
 - Ability to adhere to legal mandates, board policies & procedures and operational guidelines
 - Ability to establish and maintain effective working relationships with staff members and others contacted in the course of the work day

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually quiet to moderate. In performing the essential functions of the job, the employee may experience stressful conditions as a result of frequent interruptions, managing priorities and recurring deadlines. The employee in this position may also experience cyclical high-volume workloads, repetitive work and multi-tasking.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand, sit, walk, bend, walk, lift/carry up to 20 pounds without assistance and twist at neck. The employee will also have repetitive use of hands, wrists and forearms. Must have an adequate range of motion in upper extremities. Specific vision abilities of this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions requiring oral and written communications.

The physical demands & work environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IMMEDIATE SUPERVISOR: BUILDING PRINCIPAL and/or ASSISTANT PRINCIPAL

EVALUATION: Performance of this job will be evaluated in accordance with established provisions.

TERMS OF EMPLOYMENT: Salary, benefits, and other working conditions as negotiated by the MCPS Board of Trustees and the Merged Missoula Classified Employees Organization

EQUAL OPPORTUNITY EMPLOYER

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