

JOB DESCRIPTION
SCHOOL SECRETARY III
MIDDLE/HIGH SCHOOL
Range E (\$23.84/hr - \$35.04/hr) DOE

NOME PUBLIC SCHOOLS

- QUALIFICATIONS:**
1. High School Diploma or equivalent.
 2. Proficiency in meeting the public and working with the staff and students.
 3. Proficiency with computers, word processing programs and computer system operation, Macintosh preferred.
 4. General knowledge of school office procedures, including keyboarding, filing, and record keeping.
 5. Past experience in a middle and/or high school office or other school setting preferred.

REPORTS TO: Building Principal or Designee

JOB GOAL: As the School/Principal's secretary, maintains excellent relationship between Nome-Beltz Middle/High School and the Community of Nome.

PERFORMANCE RESPONSIBILITIES:

- 1. Work effectively with students, staff and public in a professional and friendly manner.**
 - A. Maintain attendance records, personnel reports and
 - B. Knowledgeable in clerical and administrative procedures such as word processing, managing records and files and other office procedures.
 - C. Analyze, solve problems and make decisions quickly and accurately.
 - D. Along with performing daily administrative activities and tasks, provide requested or necessary information to staff members, coworkers and other personnel.
- 2. Be responsible, reliable, and dependable; realizing the importance of fulfilling obligations.**
- 3. Have patience, good communication skills, working well under pressure, remaining calm under stressful or difficult situations and maintaining a cooperative attitude.**
- 4. Supervise student help in the office.**
- 5. Schedule and Coordinate Annually:**
 - A. School Photos
 - B. Necessary Immunizations
 - C. Health Screening
- 6. Coordinate with local organizations (student interviews, tutoring, class meetings)**
 - A. Office of Children's Services
 - B. Behavioral Health/NSHC
 - C. Nome Eskimo Community
 - D. Nome Community Center

- 7. Daily Bulletin for daily student/staff viewing and Powerschool Parent Portal**
- 8. Grades - Eight (8) times a year verify, print and mail progress reports, quarter reports; additional notification and mailing to parents/guardians.**
- 9. Operate all phases of the school lunch program including:**
 - A. Process all lunch applications and approved migrant free lunch lists
 - B. Parent mailings regarding lunch status and lunch status changes
 - C. Receive lunch money daily, balance cash received and lunch program transactions daily
 - D. Lunchroom point of service for daily student meals
 - E. Monthly state lunch report
- 10. Coordinate Senior Data**
 - A. Document formal diploma names, order diplomas
 - B. Coordinate with Wells Fargo regarding mini-diplomas
 - C. Assist in proof-reading, printing Baccalaureate, Commencement programs
 - D. Order Val/Sal medals, honor cords, NHS supplies, etc.
- 11. Registrar Duties:**
 - A. Maintain and coordinate clerical/academic records starting with a student's enrollment and continuing through graduation from high school.
 - B. Check for completion and course or information changes. Keep concise, detailed and accurate documentation on all students.
 - C. Check the accuracy and completeness of forms, checking for errors or omissions and contacting parents or guardians for corrections.
 - D. Providing necessary information on students to teachers, administrators and other school based professionals as required.
- 12. Powerschool: Maintain and update student demographics, emergency contacts, medical info in the computer system and student files.**
- 13. Arrange for substitute teachers as needed for absent teachers/staff.**
 - A. Call substitutes from home as well as school depending on notice of teacher absence
 - B. Schedule daily, weekly and long-term sub requests, oversee new hire paperwork
 - C. Ensure class lists, attendance slips, and sub plans are available
 - D. Coordinate in house substitutes with the principal
- 14. Keep grade books and past student records on file.**
- 15. Complete special projects reports as required by the State Department of Education and the Federal Government.**
- 16. Place and receive telephone calls and take messages for the administration and staff.**
- 17. Maintain accurate records of building key disbursement under the direction of the principal and maintenance director**
- 18. Monitor and maintain up to date student immunization records.**
- 19. Track student discipline and suspension records:**
 - A. Act as first point of contact for behavior issues when Assistant Principal is not readily available or waiting for parent pick-up.
 - B. Maintain Suspension Matrix, mail suspension letters and distribute copies to appropriate personnel and files.

20. Keep accurate and controlled account of dispersing of lockers and locker combinations to all students.

- A. Maintain locker book and assign locker numbers and combinations to all students
- B. Problem solve minor locker issues and maintenance throughout the year

21. Miscellaneous Duties:

Janitorial services such as stocking bathrooms, minor clean-ups when custodian is unavailable, assist the counselor and principal during parent/teacher conferences, open house, career fair, special assemblies, distribute school mail, complete special projects as required, place and receive telephone calls, perform duties to assist the principal and vice principal or the superintendent of the schools, distribute school mail. Perform the duties of a notary public for staff, parents and students. Responsible for simple repair, in-house maintenance, product supply for the school copier.

22. Perform any other duties that may be assigned by one of the Principals and/or Superintendent of Schools.

Terms of Employment: School year employment, approximately mid-August to Mid-June, as designated by the Principal. Conditions of employment as established in accordance with the provisions of the School Board policy.

(JD-High School Secretary)