

PERKINS LOCAL SCHOOLS JOB DESCRIPTION



Title: School Executive Secretary

Reports to: Principal or Other School Administrator

Description: Under the direct supervision of the principal or other school administrator provides clerical, secretarial and administrative assistance to school administrators at a school site. Conveys information regarding school functions and procedures and supports the broad array of services provided to students, parents, instructional and support employees. Coordinates work of other school clerical employees.

Essential Job Functions

1. Composes documents (e.g., notices, correspondence, bulletins, reports, newsletter, handbooks, etc.) for principal or other school administrators for the purpose of requesting or providing information about school and work-related matters, activities, events, etc.
2. Maintains the daily/weekly/monthly calendar of the principal for the purpose of coordinating the scheduling of work-related appointments, activities, meetings, etc.
3. Assists in planning and scheduling school events and activities. Maintains calendar of school including student events, for the purpose of coordinating and scheduling activities such as orientation, open house, field trips, sporting events, assemblies, conferences, etc.
4. Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
5. Prepares purchase orders for the purpose of submitting to the school district's accounting/finance office.
6. Maintains inventories of supplies and materials for the purpose of ensuring item availability.
7. Assists visitors to the office, including students, parents, substitute employees, and others in a positive and professional manner.
8. Answers telephone calls and provides information and assistance to callers.
9. Distributes incoming mail appropriately; sends outgoing mail.
10. Schedules appointments with students, parents and teaching staff or others as requested.
11. Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
12. Registers new students, making sure forms are completed, obtaining transcripts and other documentation as needed. Enters data into computer system regarding enrollment and student records (e.g., transportation, attendance, withdrawals, etc.).
13. Responds to inquiries from students, parents and employees, providing information, facilitating communication among parties and/or providing direction.

14. Serves as liaison with outside organizations (e.g., transportation, food service, suppliers) for the purpose of coordinating the scheduling of deliveries, activities, etc.
15. Contributes to a customer friendly and welcoming atmosphere in the building.
16. Supports, guides, leads, trains and coordinates work of school clerical employees for the purpose of providing assistance with administrative/school functions.
17. Learns and operates all software programs required for the position.
18. Manages staff coverages and reconciles records.
19. Maintains confidentiality of student information as well as employees and others and complies with all district policies.

Additional Duties:

1. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.

Equipment

1. Uses standard office equipment such as personal computer, copy machine, fax machine, telephone, and communication equipment systems.

Travel Requirements

1. Limited travel to and from meetings may be required.

Knowledge, Skills and Abilities

1. Maintains accurate financial procedures and records.
2. Ability to describe problems accurately.
3. Ability to demonstrate proficient English language skills (vocabulary, punctuation, grammar, etc.) for the purpose of communication both written and verbally.
4. Ability to establish and maintain cooperative working relationships with a diverse group of individuals contacted in the course of work; "team player" mentality.
5. Ability to carry out instructions furnished in written or verbal form.
6. Ability to add, subtract, multiply and divide, and perform arithmetic operations.
7. Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, Powerpoint, the Internet, Outlook, electronic mail).
8. Ability to problem solve job-related issues.
9. Ability to work with a diverse group of individuals.
10. Ability to process paperwork accurately according to standardized procedures.
11. Ability to demonstrate excellent organizational and time management skills.
12. Ability to demonstrate office management procedures.
13. Ability to work with frequent interruptions and multi-task.

Physical and Mental Demands, Work Hazards

1. Works in standard office and school building environments.

2. Ability to lift 30 pounds and move it 15 feet.
3. Ability to work outdoors during outdoor student activities.
4. Potential exposure to human blood, body fluids, tissue or other infectious materials.
5. With training, administer and/or assist with medical needs that may arise.
6. Be sober from alcohol and illegal drugs at all times while at work.

Qualifications

1. High School diploma or equivalent.
2. Federal and State background checks with no disqualifying results.
3. Associates degree with coursework in business, math, word processing, office procedures and record keeping preferred.
4. Bachelor's degree preferred.
5. Some shorthand or speedwriting skills desirable.
6. Successful experience with office management preferred.

The above statements are not a complete list of all responsibilities required by employees in this job. Employees will perform any other duties as assigned by the Supervisor.

This institution is an equal opportunity provider.

Date: October, 2017