PERKINS LOCAL SCHOOLS
JOB DESCRIPTION

Title: Secretary

Reports to: Principal or Other School Administrator

Description: Under the direct supervision of the principal or other administrator, and as assigned by the School Executive Secretary/Administrator, provides a wide variety of complex and confidential clerical, secretarial and administrative assistance to school administrators at a school site, conveying information regarding school functions and procedures; and supporting the broad array of services provided to students, parents, instructional and support employees.

Essential Job Functions

1. Assists the Executive Secretary and Administrator as directed.

2. Prepares, copies and distributes notices, memoranda or other correspondence for the purpose of informing school employees regarding activities, events or other work-related matters.

3. Assists in planning and scheduling school events and activities, and maintaining calendar of school and student events such as orientation open house, field trips, sporting events, assemblies, conferences, etc.

4. Assists in maintaining 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. Assists in maintaining inventories of supplies and materials for the purpose of ensuring item availability.

7. Assists visitors to the building, including students, parents, employees, substitute employees and others.

8. Answers telephone calls and provides information and assistance to callers in a positive and professional manner.

9. Distributes incoming mail appropriately; sends outgoing mail.

10. Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.

11. Registers new students, making sure forms are completed, obtaining transcripts and other documentation as needed, and entering data into computer system regarding enrollment and student records (e.g., transportation, free and reduced lunch program, attendance, withdrawals).

12. Responds to inquiries from students, parents and employees, providing information, facilitating

communication among parties and/or providing direction.

13. Contributes to a customer friendly and welcoming atmosphere in the building.

14. Maintains accurate daily attendance and disciplinary records and subsequent follow through procedures.

15. Maintains confidentiality of student information as well as employees and others and complies with all district policies.

Equipment

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

Travel Requirements

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

Knowledge, Skills and Abilities

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

Physical and Mental Demands, Work Hazards

1. Works in standard office and school building environments.
2. Potential exposure to human blood, body fluids, tissue or other infectious materials.
3. Ability to lift 30 pounds and carry it 15 feet.
4. With training, administer and/or assist with medical needs that may arise.
5. Is 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. Some Shorthand or speedwriting skills desirable.
4. 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