



Secretary, Middle School

J o b D e s c r i p t i o n

<i>Job Title:</i>	Secretary, Middle School
<i>Version Date:</i>	3/19/24
<i>Category:</i>	Clerical
<i>Department:</i>	Human Resources
<i>Work Year:</i>	160 Day, 10 Month
<i>FLSA Classification:</i>	Non-Exempt

Employee is required to render secretarial services to the principal, Counselor, and/or Dean of Students/Assistant Principal and assure the smooth and efficient operation of the Middle School office.

<i>Essential Function</i>	<i>% TIME</i>
Maintains filing system, including personnel and student folders, etc.	3%
Assist in the preparation and maintenance of the budget including purchasing orders and maintains all activity, athletic and student fee and fine records.	3%
Acts as liaison between Administration and staff and retains good public relations by distributing daily announcements, etc	15%
Informs Department of Human Resources of the need for subs, directs subs at the school, and is responsible for the weekly Principals report.	5%
Responsible for receiving and distributing supplies and processing all incoming and outgoing mail. Manages the budget, purchasing, and PCARD reconciliation.	8%
Obtains, gathers and organizes pertinent information for reports needed.	7%
Trains and supervises student office aides.	1%
Handles all requests for building keys and keeps up-to-date log of keys distributed.	2%
Assumes responsibilities for collecting and depositing all activity, athletic and student monies.	5%
Checks all athletic eligibility weekly, at nine weeks, and at semester.	5%
Maintains a regular filing system and assist the administrators in the preparation of athletic contracts, rosters, schedules, busses and any other correspondence related to athletics and activities.	4%
Collects all forms and fees for each athlete and maintains all records pertaining to athletic participation.	4%
Responsible for the maintenance of bashing boxes for athletic and activity events, and petty cash money, vouchers and reimbursements.	8%
Responsible for the upkeep and maintenance of all records in the District-adopted Student Information System and hard copy records, registering new students, and withdrawing students.	2%
Responsible for all attendance calls, attendance,	14%

verification, input in the District adopted Student Information System reports and gathering homework requests.	
Responsible for all discipline correspondence to ASC.	2%
Responsible for all academic and athletic awards, transcripts, report cards, locker assignments and student insurance, etc.	4%
Responsible for all awards assembly and continuation ceremony preparations.	4%
Responsible for administering student medications when delegated by the School Nurse (additional stipend applies) and other health related duties, including accident reports for students and staff.	2%
Performs such other tasks and assumes such other responsibilities as the Administration at the school may from time to time assign.	2%

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required	High School Diploma or GED		
Preferred	Associates or Bachelor's Degree		
Required	Ability to pass the School District 70 Secretarial Test		

Required	More than one year, and up to and including three years of experience in an office setting.		
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	Employee must have good communication skills; strong organizational skills; strong customer service relations; ability to perform multiple tasks at one time with many interruptions; exceptional computer and keyboarding skills; ability to prioritize tasks; ability to deal with individuals and have the ability to work independently. Operating knowledge of and experience with computers, basic computer software and basic office equipment. Operating knowledge of IVISIONS.		
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<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling			X			
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Lifting (Floor to Waist)				X		
Lifting (Waist to Shoulder)				X		
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting				X		
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			
<i>The physical demands described here 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</i>						

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

<i>Yes/No</i>	<i>Reason for Drivers License</i>
No	
<i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>	

<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	1. Entry	Uses basic logic and common sense to arrive at solutions.
Communication Skills	1. Entry	Able to communicate well in straight-forward situations.
Company Knowledge	1. Entry	Understands his/her own job and how the role interacts with his/her team.
Functional Knowledge	1. Entry	Knowledgeable about his/her specific job.

Influence	1. Entry	Gains support for ideas within the team.
Job Impact	1. Entry	Immediate work team.
Leadership Skills	1. Entry	Does not manage employees, but may mentor and/or train subordinates.

Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

Contacts are primarily with direct supervisor and others in group or department to give and receive information.