

St. Martin Parish School District

Revised 7/17/2024

Job Title:	School Secretary	Reports To:	Principal
Supervises:	Office support staff assigned to school	HR Contact:	Julie Laviolette
Location		Level/Salary Range:	10 Month Salary Schedule Secretary or Bookkeeper Salary Schedule
EVALUATION:	Performance Evaluation annually		
QUALIFICATIONS AND EDUCATION REQUIREMENTS	Must possess any combination of education and experience equivalent to graduation from high school, including or supplemented by courses in office processes and procedures, clerical and secretarial experience.		
SKILLS:	Knowledge of standard office and practices; thorough knowledge of business English, spelling and arithmetic; ability to multitask and prioritize work; ability to work independently; ability to use a 10-key calculator and word processing and data software and equipment; ability to keyboard accurately and at a reasonable rate of speed, make arithmetical calculations, and maintain accurate records of school data and lists; ability to meet the public effectively; ability to establish and maintain effective working relationships with others, and to follow oral and written instructions.		
JOB GOAL:			
To provide assistance and effective communication with school staff and public stakeholders to facilitate school operations and activities, and maintain accurate school records that can be relied upon for effective decision-making by school administrators and staff.			
PERFORMANCE RESPONSIBILITIES:			
Recordkeeping/Database Management			
<ol style="list-style-type: none"> 1. Maintain all office and school recordkeeping systems. 2. Maintain a web-based student database. 3. Track records and reports related to incidents, accidents, and daily attendance. 4. Use both computer and manual filing systems for efficient collection, retention, and retrieval of information. 5. Complete any necessary and assigned forms, including but not limited to purchase orders, supply orders, travel claims, timesheets, enrollment cards, and rosters. 6. Create and maintain student files. 7. Maintain records for teacher and school budgets, student body funds, attendance, and other related school records as assigned. 			
Document Preparation			
<ol style="list-style-type: none"> 8. Prepare, create, and compose letters, reports, bulletins, and other documents for the school as directed by the School Administrators. 9. Answer routine correspondence for the School Administrators. 10. Prepare documents from rough draft, notes, recordings, or oral instructions. 11. Submit print requests. 12. Operate computer and standard office equipment. 			
Communication/Customer Service			
<ol style="list-style-type: none"> 13. Act as liaison between the school site and the general public by researching and conveying information concerning rules, regulations, policies, and laws. 14. Meet, greet and direct visitors. 15. Address standard inquiries by letter, phone, e-mail, fax, or personal contact. 16. Maintain an internal communication system (Teacher Mailboxes, Van Mail) which ensures that all staff, both instructional and support, are kept informed of needed information. 17. Coordinate the transfer of information between site/program and outside agencies and districts. 18. Interact with and assist students. 19. Assist students and parents/guardians by explaining and enforcing school requirements. 20. Communicate with administrative personnel (principal, assistant principal, coordinating teacher, etc) as necessary to resolve customer service issues. 21. Maintain confidentiality of records. 22. Complete mandated trainings, such as ethics, administration of medicines, bullying, suicide prevention, etc., and administer minor first aid and medications. 			

23. Monitor students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.

24. Communicate appropriately and work effectively with all populations.

25. Adhere to privacy laws of students and all staff.

Site Support

26. Ensure that appropriate calendars of activities are maintained for the school including establishment of schedules for parent conferences, school visitors, and other meetings.

27. Assist in the process of registering new students.

28. Generate a daily substitute list; assist as needed in arranging and scheduling substitutes.

29. Greet substitutes and assist with directions and questions.

30. Assist School Administrators and other staff in planning and preparing for staff meetings, in-services, conferences, and workshops.

31. Ensure appropriate security and safety methods are employed within the office.

32. Assist in the development of office procedures.

33. Order supplies and equipment for school, ensuring adequate levels are maintained.

34. Direct student workers for the purpose of providing guidance and meeting work requirements.

35. Work under limited supervision following standardized practices and/or methods.

36. Administer medication to students, check temperatures, and notify parents of student illness in the nurse's absences, as needed.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.

2. Attend work regularly; report to work on time; and provide advance notice of need for absence.

3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.

4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.

5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.

6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.

7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.

8. Report to the St. Martin Parish School Board as needed or directed.

9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.

10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.

11. Remain open to suggestions and innovative ideas; receive and apply feedback.

12. Demonstrate competence in areas of responsibility.

13. Exert every effort to constructively involve stakeholders in all professional settings.

14. Communicate appropriately and work effectively with all populations.

15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.

16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.

17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

SUPPLEMENTAL SALARY SCHEDULE (ACT 311):

The salaries provided in the salary schedules shall be considered compensation for work performed by each employee which relate to his/her prescribed duties and responsibilities, as identified and described in the employee's job description(s). Additional compensation shall be provided as follows:

(1) In addition to all other compensation to which a teacher is entitled, any teacher who is not afforded the minimum uninterrupted planning time required by R.S.17:434(A) shall be compensated at the effective hourly rate of that teacher for each hour of planning time.

(2) Any employee in a certified position who performs approved work beyond the scope of their prescribed duties and responsibilities in their job description and for which prior approval has been obtained from their direct supervisor and district administration shall be paid at the rate required by La. R.S. 17:418. Any work to be performed outside of an employee's job duties and responsibilities shall require the employee to:

(a) submit a written description of the services to be performed and the estimated time to complete the task, which shall be submitted to the employee's immediate supervisor prior to commencing such services;

(b) obtain the prior written approval of the employee's immediate supervisor and district administration; AND

(c) obtain supplemental, written authority from the employee's immediate supervisor and district administration before exceeding the initial estimated time for performing such services.

Such employee shall submit a completed Extra-Duty Timesheet reflecting the services actually provided and the time spent for each item, rounded to the nearest one-tenth of an hour, within seven(7) calendar days of performing such services to their immediate supervisor. The Extra-Duty Timesheet with prior approval documentation must be submitted to Payroll monthly as the work is performed in accordance with established Payroll cutoff deadlines.

(3) All nonexempt employees shall be compensated for overtime work in accordance with the Fair Labor Standards Act, 29 U.S.C. 201. If individuals are employed in one capacity but voluntarily work part-time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes in accordance with SMPSB Compensation Guidelines/Overtime policy (GBAA).

While the operation of the St. Martin Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name:		Employee Signature:	
Date:		Date:	
Approved By:		Date:	