

SOUTH EUCLID-LYNDBURST CITY SCHOOLS

JOB DESCRIPTION

TITLE: Secretary – Intermediate/Middle School

REPORTS TO: Principal

SUMMARY: To assure the smooth and efficient operation of the office of the Principal so that a maximum positive impact on the education of children can be realized.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Possesses competent bookkeeper skills; accounts for all school monies received and disbursed.
2. Serves as receptionist for the building by answering all telephone calls in a cheerful and efficient manner, receives and delivers messages for all school personnel, schedules appointments, verifies student absences, completes the school lunch count.
3. Is responsible for disposition of all correspondence including typing all school letters, notices to parents, and school bulletins, etc.
4. Process, sorts and distributes all school mail.
5. Administers first aid as necessary when health aide is not available, and notifies parents and police when necessary.
6. Enrolls and withdraws students, maintains permanent files for each child, records test scores, types class lists and participates in their preparation, prepares records for student transfer to the middle school, mails intelligence and achievement test scores.
7. Completes administrative reports; compiles and types state and any reports requested by the principal, compiles and types reports of staff absence and substitute service, types bus list, fire and security drill reports, and other reports as required.
8. Is responsible for inventories and ordering. Keep accurate records of all physical assets of the school including such inventories as textbooks and supplementary materials, prepares requisitions, records purchases for the purpose of budget accounting, unpacks and checks all materials received.
9. Completes all general typing assignments in timely fashion with accuracy. These assignments include such items as psychological referrals, mid-term progress reports to parents, conference reports, insurance claims, field trip requests, work orders, building permits. etc.
10. Assist the classroom teacher with the organization of field trips by preparing and collecting student permission slips, contacting parents if necessary, collecting and processing fees.
11. Serves as liaison with PTA collecting and distributing material, providing general secretarial services when directed by the principal.
12. Performs filing function for all materials deemed important including such items as student records, reports, correspondence, bulletins, etc.
13. Counts and distributes materials to children, such as notices for the Recreation Department, Fire Department, Automobile Club, youth groups, and other as direct by the principal.
14. Assumes responsibility for all functions of EMIS through coordination with the building principal and the Department of Pupil Services.
15. Performs other assignments as requested by the principal.
16. Is able to perform a number of tasks simultaneously.
17. Displays the ability to work independently.
18. Any other duties requested by the principal.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE:

High school diploma, and one to three months related experience and/or training.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with parents, staff and students.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with a variety of problems.

OTHER SKILLS and ABILITIES:

Ability to pass a typing test of 55 words per minute. Demonstrate ability to operate a computer and related software. Patience in dealing with parents and small children. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness that the Board of Education policies and procedures are the governing rules and regulations.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is required to stand, walk, and sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception..

WORK ENVIRONMENT: 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.

The noise level in the work environment is usually moderate to loud.

CLASSIFICATION: II

WORK YEAR: 209 days (includes ten (10) paid holidays)

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.