

Job Title: Main Office Secretary: High School
Classification: Office Personnel
Reports To: Building or Department Administrator

General Description: Under the supervision of the Building Administrator, is responsible for performing clerical duties in the daily operations of the school office. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

Performance Responsibilities/Essential Functions:

1. Provide general clerical assistance, photocopying, equipment operations, distribute mailings, process incoming mail and paperwork, produce data mining reports using student data base system, and prepare communications for administrator and staff, including school newsletters to ensure proper execution of the office/school functions.
2. Act as building receptionist; answer and direct calls; greet staff, students, parents, and visitors; assist attendance office in overseeing procedures around late arrivals, early dismissals and distribution of hall passes.
3. Assist in supervision and mentoring of student assistants, including ongoing training in office procedures and communication skills emphasizing the importance of professionalism while dealing with students, staff, parents, and visitors.
4. Process incident reports and student injury/illness forms as needed to assure the safety, well-being and proper care of students/staff, and communicating with parents as required.
5. Assist in maintaining inventory of building supplies, textbooks and equipment for the administrator and staff in order to ensure that materials are available when needed for the purpose of supporting the instructional program and building operations.
6. Assist in monitoring bell schedules that reflect daily and altered schedules necessitated by special activities, testing, time changes, or power outages and in communicating information to staff, parents, and students via email and the building webpage.
7. Collect and distribute tickets for after school events; oversee distribution of bus passes and communicate with transportation on bus availability to insure safety of students; and when appropriate, communicate with parents regarding changes.
8. Assist students with healthcare needs; respond to emergency situations; process accident reports; administer medications; maintain health room log; set up and maintain health room files; assist nurse with immunizations records, ordering of supplies and finalization of health plans.
9. Assist in scheduling building usage; collaborate with building administrator and office staff to provide community access; and if applicable, collect fees and issue student parking permits.
10. Assist in maintaining and updating information on school voice messages, reader boards and other means of communication to assure students and parents have current information about programs, school activities and special events.

11. Process various forms and reports, including accident, insurance and security clearance to maintain accurate records as required by the district and/or state.
12. Participates in new learning as determined by the district/building.
13. Perform other duties as assigned.

Qualifications:

Education and Experience:

1. High school diploma or equivalent.
2. Business training and/or three years of administrative assistant/secretarial experience including computer literacy, budget analysis or fiscal management and records maintenance.
3. Office experience in a similar position is preferred.
4. Blood Borne Pathogen Training, provided at time of hire.

Knowledge, Skills, and Abilities:

1. Knowledge of general office procedures, including filing, recordkeeping, accounting, statistics and application of safety procedures related to performance responsibilities.
2. Knowledge and skills in computer usage, software and navigation.
3. Skills in organization, time management, flexibility and multitasking.
4. Skills in verbal and written communication.
5. Skills using all office equipment.
6. Skills in accounting/bookkeeping procedures and accurate and efficient data entry.
7. Skills in Word, Excel, keyboarding, data entry and other computer programs.
8. Ability to independently respond to problematic situations and remain calm in stressful situations.
9. Ability to work well under pressure and to meet tight timelines with a high degree of accuracy.
10. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
11. Ability to take direction in a professional manner and follow through.
12. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
13. Ability to maintain good working relations with co-workers, staff, students and community members.
14. Ability to follow SSD policies, procedures and protocols.
15. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
16. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community members.

Working Environment & Physical Requirements:

In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%
Seldom: sit/stand, carry up to 10lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Seldom/Occasionally: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp. Generally, the job requires 80% sitting, 10% walking, and 10% standing. Generally, the job requires 80% sitting, 10% walking, and 10% standing.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Revised: 06/2020, 12/2024 (ADA)