

# SCHOOL DISTRICT OF ST. JOHNS COUNTY

## SCHOOL SECRETARY

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School Diploma, General Equivalency Diploma (GED), or equivalent.
- (2) Minimum of one year's clinical experience or graduate of training program.
- (3) Must pass a proficiency test in typing earning a minimum score of fifty (50) wpm on a five (5) minute test with five (5) or less errors.
- (4) Previous related experience required.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of proper grammar usage and spelling. Knowledge of arithmetic and accounting principles, practices, law, rules and regulations. Knowledge of office and filing procedures. Knowledge of operating office equipment and practices. Ability to work cooperatively with others. Ability to compose business correspondence.

#### REPORTS TO:

Principal

#### JOB GOAL

A staff member performing activities regarding correspondence, file maintenance, recordkeeping, and other routine and detail work assigned by a professional staff member. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Types correspondence and other material on general and technical matters.
- \*(2) Composes correspondence for signature of Principal.
- \*(3) Prepares special reports and summaries.
- \*(4) Acts as receptionist; meet students, parents and teachers to facilitate answers to questions and solutions to problems.
- \*(5) May keep internal and budget accounts and perform related functions.
- \*(6) Makes out requisitions for maintenance work, textbooks, equipment and supplies.
- \*(7) Maintains property control cards and textbook inventory.
- \*(8) Keeps instructional and non-instructional attendance records; prepares related forms and reports.
- \*(9) Perform other duties as assigned by immediate supervisor.

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## Expectations of All Employees

- \*(10) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(11) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- \*(12) Ensure adherence to good safety standards.
- \*(13) Maintain confidentiality regarding school/workplace matters.
- \*(14) Model and maintain high ethical standards.
- \*(15) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(17) Demonstrate initiative in the performance of assigned responsibilities.
- \*(18) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education and literacy.

## Inter/Intra-Agency Communication and Delivery

- \*(19) Respond to inquiries and concerns in a timely manner.

## Professional Growth and Improvement

- \*(20) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

## Systemic Functions

- \*(21) Keep supervisor informed of potential problems or unusual events.
- \*(22) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(23) Prepare or assist in preparation of all required reports and maintain all appropriate records.
- \*(24) Represent the District in a positive and professional manner.
- \*(25) Demonstrate support for the School District and its goals and priorities.

## Leadership and Strategic Orientation

- \*(26) Set high standards and expectations for self and others.
- \*(27) Exhibit interpersonal skills to work as an effective team member.
- \*(28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

## TERMS OF EMPLOYMENT:

Approved compensation plan per current negotiated agreement.  
12 Month Position  
8 Hours per Day

## **SCHOOL SECRETARY**

### **EVALUATION:**

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

**POSITION CODE:** 73091

**Pay Type:** 01

**Salary Range:**

**FLSA STATUS:** Non-exempt

**BOARD APPROVED:** April 1999

**REVISED:** September 2017