

**TANGIPAHOA PARISH SCHOOL SYSTEM**  
**CLASS DESCRIPTION, 1999**

**POSITION TITLE: SECRETARY, SCHOOL**

**KIND OF WORK**

Under direct supervision, the purpose of the position is to perform the necessary tasks and duties to ensure smooth operations necessary for an effective school environment. Employees in this class perform complex clerical and administrative functions. Position is responsible for assisting the school administrator in every phase of on-campus procedures. Employees in this class perform clerical, accounting and financial tasks. Performs related work as required.

**EXAMPLES OF WORK**

**ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Performs the necessary clerical tasks required to carry out the policies, procedures, and objectives of the school administrator.

Serves as receptionist and public relations agent for the school campus by receiving visitors, assisting them when possible, and directing the flow of traffic to the appropriate person.

Serves as personnel clerk for the school campus assisting with routine procedures, keeping accurate attendance records, assisting with substitutes and reporting their payroll.

Takes and transcribes dictation, types material from rough draft or other handwritten sources into final form for school administrator.

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Serves as the school mail clerk routing all correspondence and packages for other school personnel and opening and distributing mail to school administrator.

Types school correspondence; and distributes reports, newsletters, policy memos and every other necessary administrative notice.

Maintains a calendar of school events.

Serves as the office machines clerk assisting all maintenance personnel with any necessary paper work and being aware of any building service problems in order to direct parish maintenance persons to the proper location.

Serves as the school purchasing agent assisting all school personnel with catalogs, prices, etc., issuing purchase orders and placing of orders.

Performs the necessary paper work and makes the necessary contacts for field trips, athletic events and other school functions, when needed.

Assists parents and new families in the community with bus routes and procedures.

Assists ill students, treats accident victims and contacts parents or guardians in order to check students out of school.

Serves as liaison person for the universities and their student teachers or other special programs.

Serves as the welfare and attendance clerk completing required paper work.

Supervises clerks or office volunteers in performing routine tasks and completing routine forms.

Secondary School secretaries serve the athletic department, vocational departments, graduating seniors.

Completes work forms for H.E.W., driver education and insurance forms, and forms from all other community agencies that may be involved with older students.

Serves as the school data processing clerk.

Serves as the student record clerk by compiling, typing and reporting all phases of student enrollment and student activities.

Serves as the records clerk and registrar.

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Serves as insurance clerk by distributing insurance literature, enrolling students in the insurance program, and completing and filing student claims.

Serves as liaison person between students, parents, school personnel, the public and the administrator.

Elementary School secretaries must often make administrative decisions in the absence of the principal.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as required.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of Tangipahoa Parish School System policies and procedures.

Knowledge of file and record maintenance principles and practices, both hard copy and computerized.

Knowledge of modern office practices and procedures.

Knowledge of principles of effective administration, to include planning, coordinating, and scheduling.

Skill in keyboard/data entry and spreadsheet, word processing functions.

Skill in written and oral communications for effective expression and clarity.

Skill in communicating effectively over telephone, fax, and other methods.

Skill in taking dictation, and recording and transcribing minutes.

Ability to understand simple oral and written instructions.

Ability to sort and file alphabetically and numerically.

Ability to read standard English.

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Ability to exercise sound judgment and make independent decisions in accordance with established policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments/agencies with which the position interacts.

Ability to add, subtract, multiply, and divide; calculate decimals and percentages.

### MINIMUM QUALIFICATION REQUIREMENTS

High School diploma or GED; supplemented by college level course work in business, administrative support or related field; supplemented by three (3) years progressively responsible administrative support experience; or an equivalent combination of education, training, and experience.

### ADA COMPLIANCE

**Physical Ability:** Some tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard or work station.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes).

**Sensory Requirements:** Some tasks may require color perception and discrimination. Some tasks may require sound perception and discrimination. Some tasks may require visual perception and discrimination. Some tasks may require oral communications ability.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The Tangipahoa Parish School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Tangipahoa Parish School System will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.