Randolph County Board of Education
Elkins, West Virginia

Job Description

POSITION: School Secretary II/III

QUALIFICATIONS:
A. High school diploma or equivalent
B. Have completed a secretarial training program and/or equivalent experience
C. Good communication skills, above average vocabulary, grammar, spelling, and mathematical skills, and be able to proficiently follow written and oral instruction
D. Understanding of appropriate budgetary and bookkeeping principals, ability to establish and maintain bookkeeping records of average complexities
E. Ability to compile and type complex materials and reports
F. Demonstrate word processing, computer literacy/operation
G. Ability to take and transcribe dictation or to use dictaphone equipment

REPORTS TO: Principal

SUPERVISORY RESPONSIBILITIES: none

JOB RESPONSIBILITIES:
A. Maintenance of positive work habits
B. Perform of duties effectively and productively
C. Maintain and upgrade skills
D. Receive callers and arrange for communication with appropriate
E. Maintain student permanent records and school files
F. Serve as fiscal clerk for school
G. Operate office equipment
H. Communicate, disseminate, and place phone calls as directed
I. Initiate and complete periodic reports
J. Complete lunch money, distribute tickets, inform cooks of meal preparation on a daily basis, complete lunch reports
K. Transcribe and type communications and/or dictation as directed by principal/supervisor
L. Type and record school requisitions and order and check against invoice on delivery
M. Perform general clerical tasks
N. Maintain the ledger for the general fund, lunch program, and other funds utilizing approved bookkeeping methods
O. Complete and submit payroll time sheets as required
P. Assist faculty to locate and obtain instructional materials
Q. Maintain a log of visitors in the school
R. Maintains a daily teacher attendance log and the concomitant records for substitute teachers

S. Maintain positive public and employee relations
T. Perform other job-related duties as required by supervisor

PERFORMANCE STANDARDS:

A. Demonstration of appropriate work habits
   1. Observation of work hours
   2. Regular attendance
   3. Compliance with policies/procedures
   4. Observance of good safety practices
   5. Meeting of schedules in a reasonable fashion
   6 Acceptance of change
   7. General appearance of work area
   8. Demonstration of initiative with regard to job assignment
   9 Maintenance of confidentiality
   10. Appropriate relationships with fellow employees
   11. Appropriate appearance and dress for assigned responsibilities.

B. Demonstration of appropriate job performance skills
   1. Work judgments (organization and coordination of assigned duties)
   2. Quality of work
   3. Ability to follow instructions correctly
   4. Acceptance of responsibility
   5. Efficiency under stress
   6. Operation and care of equipment

C. Maintenance of skills by the participation in staff development training programs.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve months. Salary and work year to be established by the County Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's Service Personnel Evaluation Policy (4220).