

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).