

# Wyalusing Area School District

## Job Description

Job Title: Building Secretary (Secretary to the Assistant Principal)	Location: High School
Salary Grade: As per CBA	Classification: Support Staff, FLSA Non-Exempt; 205 days
Board Approved: November 2020	Direct Supervisors: High School Principal / High School Assistant Principal

### Job Summary:

- Provide administrative support to the supervising administrator in a manner that is professional, diplomatic, and complies with confidentiality requirements.

### Specific Job Functions:

- Record, track, and make adjustments on attendance throughout the day.
- Maintain all truancy records for the high school.
- Mail and/or email disciplinary letters to parents/guardians and file in appropriate student's file.
- Record and track all student drivers and passengers for the school year. Obtain driving permission forms from parents and keep driver's licenses on file. Distribute driving passes at the beginning of the year, and collect at the end of the year.
- Ensure that bus pass information is accurate. Keep a copy of the bus pass on file. Update the bus roster accordingly in the emergency handbook.
- Collaborate with the guidance department in regards to student's attendance and welfare.

### Essential Functions:

- Ensure the smooth and efficient operation of the office;
- Perform receptionist/clerical duties including but not limited to answering phones and directing calls; greeting and assisting visitors; opening, processing and distributing mail; typing forms, letters, reports, correspondence, memos; screen callers, assist and address concerns for parents regarding attendance issues;
- Assist the supervising administrator in preparation of documents for presentations and meetings;
- Assist district staff and other stakeholders by providing administrative support functions as directed by the supervising administrator;
- Assist with clerical functions relating to student issues at the direction of the supervising administrator;
- Maintain confidential records and data as directed;
- Responsible for attendance;
- Prepare for school opening and closing as directed by the supervising administrator;
- Coordinate with stakeholders to provide adequate instructional coverage;
- Update and maintain building use calendar as directed;
- Serve as a positive role model for students in all aspects of performance, demonstrating pride in the honorable profession of public education;
- Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files;
- Arrange appointments and maintain a schedule for the Assistant Principal or designee and assigned staff;

- Make announcements and operate the school intercom systems;
- Assist the Assistant Principal or designee in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
- Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the Principal's responsibilities. Complete all required monthly and year end reports in a timely fashion;
- Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Principal;
- Perform other duties as assigned.

#### Physical Demands

- Ability to reach above and below the waist;
- Ability to use both hands for repetitive motion;
- Ability to lift/carry supplies weighing no more than 30 lbs.;
- Ability to sit or stand for long periods of time during the workday.

#### Competencies:

- Strong verbal, interpersonal, and written expression skills;
- Effective colleague, parent and student communication skills;
- Problem-solving skills and technology proficiency;
- Must possess technology skills;
- Must possess general office/secretarial skills;
- Ability to operate office equipment;
- Must appropriately handle confidential information;
- Must be cooperative, congenial and service oriented;
- Must possess excellent interpersonal skills;
- Must be able to work in an environment with frequent interruptions;
- Able to make judgments and work under high levels of stress.

#### Education and Experience:

- High school diploma or equivalent is required;
- Proficiency and accuracy in typing of 50 words per minute;
- Must possess experience and knowledge of secretarial skills;
- Must possess organizational skills;
- Other education/experience as accepted by the school board and administration.

#### Additional Requirements:

- Assist with student needs as appropriate;
- Monitor secure access of building;
- Monitor the transportation communication system;
- Participate in meetings, workshops and conferences as required;
- Support public education and student achievement;
- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

Approvals / Additional Supervisors: Superintendent of Schools

