

Wyalusing Area School District

Job Description

Job Title: Building Secretary (Secretary to the High School Principal)	Location: High School
Salary Grade: As per CBA	Classification: Support Staff, FLSA Non-Exempt; 257 days
Board Approved: June 2021	Direct Supervisor: Building Principal/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:

- Emails students and parents/guardians daily announcements. Uses the intercom for pertinent announcements.
- Records and collects any sports forms and athletic fees for athletes.
- Maintains all bus notes and student paperwork as necessary throughout the school year.
- Attends the Workplace Safety Committee monthly meetings and serves as the secretary.
- Assists with the preparation of graduation throughout the school year along with homecoming, prom, and Nation Honor Society ceremony.
- Maintains all building use request forms, travel request forms, and drivers' exams.
- Schedules parent/teacher conferences, student photos, and "Smile Dental Program" appointments.
- Issues work permits.
- Coordinate the High School budget and High School purchase orders with the High School Principal.

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;
- 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 Principal or designee and assigned staff;
- Make announcements and operate the school intercom systems;
- Assist the 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;
- Order and maintain office supplies;
- 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