

## **Middle School Secretary Job Description**

**Purpose:** The MS Secretary provides office and clerical support to assist with the efficient operation of the school district. The MS Secretary also maintains the financial books and accounts of the district to ensure accurate accounting of receipts and disbursements. To accomplish these tasks, the Secretary must work closely with the staff and administration of the district.

**Responsible to:** Principal

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Two years office experience, with knowledge of bookkeeping and accounting procedures.
4. Must pass spelling, math, and keyboarding tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Must be able to handle multiple tasks at one time efficiently and courteously.

**All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

**Responsibilities:**

1. Provide office and clerical support to assist with the efficient operation of the school district.
2. Submit all ereqs and process invoices related to each ereq for payment at the district office.
3. Work with the principal to develop and administer the budget for building operation for each school year.
4. Keep records on all activity accounts for six (6) years.
5. Work with staff on district bids for instructional and office supplies.
6. Order, receive, and distribute supplies.
7. Work with teachers and vendors on incorrect shipments, delayed shipping, backorders, etc.
8. Review monthly cash balance printout and check for errors.
9. Schedule appointments and assemble material for meetings and Parent Teacher Conferences.
10. Distribute office passes and notes as directed.
11. Supervise assistants and assist in training new employees.
12. Call students to the office and assist them with problems, such as lockers, etc.

13. Prepare homework requests for absent/suspended students.
14. Issue computer generated notices to parents regarding lunch balances, athletic event cancellations, etc.
15. Maintain accurate attendance records, and report attendance problems to principal.
16. Contact parents to confirm absences.
17. Maintain and submit a daily log of school hours completed.
18. Assist with enrollment, track enrollment, and file reports with district and state.
19. Communicate with auditor regarding bookkeeping operations and attendance.
20. Maintain accurate student cumulative folders and transcripts.
21. Report the honor roll each quarter.
22. Prepare cash boxes for all athletic events and for other clubs as needed.
23. Collect insufficient funds checks by phone, letter or referral to county.
24. Prepare state sales tax every quarter.
25. Replenish petty cash when necessary.
26. Assist in handling all receipts and expenditures for building-level activity accounts, including student fees and gate receipts.
27. Record all deposits in control account and individual activity fund accounts.
28. Prepare year-end activity fund report and send to district office for audit.
29. Prepare monthly activity reports for advisors of clubs.
30. Issue purchase orders and checks for activity fund accounts, including officials, entry fees, etc.
31. Prepare monthly activity fund report and submit to district office.
32. Reconcile bank statement and prepare financial reports.
33. Assist students, teachers, principals, and other staff members whenever possible.

34. Compose, type, and copy correspondence, reports, bulletins, records, and other materials and distribute to the correct individual in a timely manner.
35. Obtain, gather, and organize pertinent data, putting it into usable form.
36. Administer daily meds or first aid to ill/injured students in the absence of the school nurse according to school policy.
37. Maintain an orderly filing system.
38. Keep current on new information, innovative ideas and techniques.
39. Respond to information requests in a cooperative, courteous and timely manner.
40. Keep personnel and student information records confidential.
41. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
42. Perform such other duties as assigned from time to time.

**Term of Employment:** At will.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee