

Casey-Westfield School District C-4 Job Description

JOB TITLE:	Secretary, High School
DEPARTMENT:	Building
LOCATION:	School Building
REPORTS TO:	Building Principal
EVALUATION:	Evaluation will be conducted by the Building Principal
EMPLOYMENT:	Twelve months, 8 hours per day
VACATION:	Two (2) weeks, three weeks after 15 years
APPROVED:	January 19, 2004

SUMMARY: Serves as secretary to the principal and assistant principal Serves as facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, and record keeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Assists Administration with communication within and outside the school building.
 - Makes and receives telephone calls, takes messages, routes calls.
 - Greets visitors courteously.
 - Distributes mail.
 - Answers routine questions presented by students, teachers, and public.
 - Types, prepares, distributes, files records/reports, correspondence, mailings etc. related to building functions and principal needs.
 - Keeps, maintains, prints and distributes a Calendar of Events of district happenings.
 - Prepares and distributes Daily Announcements.
 - Assists the Principal in the preparation of the Student Handbook and Teachers Handbook.
 - Assists the Athletic Director in getting correspondence prepared (schedules, programs, officials payment, athletic physicals, etc.)
- Maintains school records and files for building, principal and related requirements.
 - Organizes registration materials for the building and works registration
- Performs duties related to students.
 - Assigns lockers to all students and reports repairs.
 - Handles all student accident reports and insurance claim forms as required by the District insurance carrier.
 - Complies with student requests for sending transcripts to businesses and post-secondary institutions.
 - Issues Work Permits to underage working students.
 - Issues Parking Tags to students who drive to school.
- Performs duties relating to staff
 - Makes arrangements for substitute teachers to replace teachers' pre-arranged absences.
 - Maintains a Daily Teachers' Attendance Log and Substitute Teacher List.
 - Maintains teacher sign-out log.
 - Prepares athletic passes for district employees and family members.
 - Helps to maintain and schedule parent-teacher conference appointments.
- Performs building financial duties

- Collects, deposits and records monies from all home athletic events.
- Collects, deposits and records monies from registration fees, classroom fees, lock fees, driver education fees, art fees, etc.
- Keeps accurate Activity Funds Records by collecting and depositing all monies and paying all bills as ordered by the sponsor.
- Types, prepares, distributes, files, records purchase orders/invoices for budgeted monies.
- Performs duties related to operation of the office and building.
 - Orders, processes, maintains and inventories general office supplies kept in the office for building use.
 - Orders, processes and maintains supplies as needed by teachers, administration and other school personnel.
 - Operates standard office equipment and calls for maintenance as required on equipment.
 - Assists in scheduling use of building.
 - Issues Visitor Passes and maintains a log of visitor sign-in/sign-out.
- Serves as confidential secretary to the principal.
- Takes inservice training as required.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); one to three months related experience .

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to type with a reasonable degree of proficiency. Ability to operate a personal computer and related software. Ability to get along with other people. Patience in dealing with parents and small children. Ability to develop effective working relationships with

students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.