

JOB DESCRIPTION

Position: Secondary School Secretary
Status: 10-month Classified
Reports to: Middle School Principal
Salary: Classified Salary Schedule, Column C

Desirable Qualifications:

- High school diploma or equivalent
- Exceptional organizational skills
- Outstanding attention to detail
- Excellent communication, public relations and interpersonal relations skills
- Experience supervising youth consistent with the age group of the school
- Familiar with office equipment and technology
- Proficient in the use of computer applications (position may use Windows & Macintosh platforms, Google Suite, MS Office Suite, PowerSchool, Red Rover, Square, and Tyler Technologies)
- Ability to work independently, keep accurate records, and complete assignments.
- Ability to plan, organize, and facilitate unexpected heavy volumes of work and accept additional duties as requested.
- Ability to maintain professionalism and confidentiality in a busy office environment.
- Ability to clearly articulate information requested when receiving and screening visitors and scheduling appointments.

Performance Responsibilities: Organize, coordinate, schedule and perform office functions at a public middle school; serve as secretary to the Principal.

General Responsibilities:

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to school conversation.
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

Essential Functions of the School Secretary

- Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a middle school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Operate a variety of business and office machines including fax machine, calculator, computer, copiers, and communications equipment.
- Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences.
- Compose and respond to routine correspondence; open, sort, review and route mail; Review and prioritize all school correspondence for principal.
- Assist in preparation of district reports, board reports and projects.
- Maintain school calendar and coordinate dates with district administrative assistant; assist with the scheduling of facilities and district vehicles.
- Type and distribute school bulletin, flyers, and newsletters to parents, staff members, students and community; schedule and notify media of meetings and events.
- Manages and monitors the school website and social media accounts.
- Type purchase orders for middle school staff and class and club accounts. Maintain records of amount spent by each teacher or club for department accounting.
- Purchase supplies and equipment for middle school office.
- Makes travel arrangements for the middle school staff for attendance at local, state and national conferences.
- Check in and distribute freight.
- Oversee and coordinate the Secondary Local School Lunch Program
- Count and receipt all money received from activities and fundraising, deposit into appropriate account.
- Maintain a log of visitors to the school and volunteer hours.
- Assist staff in maintaining up-to-date inventories, accurate records of properties and organization of assigned areas.
- Assist students who are ill or injured; contact parents or Emergency Medical Services as appropriate. Administer medication when necessary following district policy.
- Conduct the duties and responsibilities of School Registrar:
 - Prepare all documents for school registration and assist parents and students with the registration process (answer questions about classes, schedules, etc.); collect, receipt and track student fees
 - Maintain student information system using student accounting software: accurately enter student demographics, schedule all students in classes; verify daily attendance, prepare report cards, progress reports and other electronic reports required by the district.
 - Use school messaging system to convey information to parents, especially in times of crisis
 - Maintain student cumulative and health files. File all report cards, progress reports, health information and all other documents regarding each student.
 - Respond to requests for student records in a timely fashion.
 - Maintain student immunization records, complete all required training, and submit reports to the state.

- Work with the Activities Director to arrange travel for teams, search for the best deals, and submit check requests and purchase orders for all trips taken by Wrangell student groups, prior to travel.
- Make housing and accommodation reservations for Wrangell teams and coaches when traveling.
- Maintain school gaming permit following all state regulations and requirements; administer all raffles and assist in filing annual reports as required.
- Takes safety precautions and reports any unsafe conditions.
- Promptly submits accurate accident reports.
- Other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand the above job description.

Signature of Employee

Date

Printed Name

Revised: July 1, 2024

It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex or disability.