HIGH SCHOOL SECRETARY

Purpose Statement
The job of High School Secretary was established for the purpose/s of providing administrative support at a high school site; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

This job is distinguished from similar jobs by the following characteristics: assignments within this classification vary both by location and department. Assignments include, but are not limited to maintaining attendance and supporting counselors or other site administrators (department chairs, athletic directors, etc.). Some assignments may require bilingual skills or the possession or a valid Tennessee driver's license and proof of insurability.

This job reports to School Site Principal

Essential Functions

- Administers first aid and prescription medications to students as required due to the unavailability of a nurse for the purpose of meeting immediate health care needs within established guidelines.

- Compiles data for the purpose of preparing reports or processing requests.

- Compiles data from a variety of sources (e.g. student information system, work requests, personnel records, sports schedules, bus routes, etc.) for the purpose of complying with financial, legal and/or administrative requirements.

- Coordinates assigned projects and/or activities (e.g. parent teacher conferences, travel requirements, testing schedules, report card mailings, athletic contests, etc.) for the purpose of completing activities, managing building usage, and/or delivering services in a timely fashion.

- Directs student workers for the purpose of providing guidance and meeting work requirements.

- Maintains a variety of manual and electronic documents files and records (e.g. student attendance, athletic eligibility, teacher handbooks, emergency information, facility use, time sheets, work orders, notification logs, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.

- Prepares a variety of correspondence, reports and other materials (e.g. PTO news, school calendar, withdrawal notices, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Processes a variety of documents and materials (e.g. travel reimbursements, data corrections, status changes, absence verifications, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.

- Researches assigned topics (e.g. attendance records, athletic policies, education codes, etc.) for the purpose of providing information for addressing department operations.

- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

- Schedules activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; analyzing; customer service; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office equipment/software; and English grammar, punctuation, and spelling.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; adapting to changing priorities; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience

Job related experience with increasing levels of responsibility is desired.

Education

Targeted job related education that meets organization’s prerequisite requirements.

Equivalency

None Specified

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

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