

## School Secretary II – High School

Classified Position - 7778

<u>Salary</u> Category 3 per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> School Principal
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### SCOPE OF RESPONSIBILITIES

Organize, coordinate, schedule and perform office functions at a large comprehensive high school; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned.

### DISTINGUISHING CHARACTERISTICS

School Secretary II-High School incumbents perform a variety of clerical and secretarial duties in a large high school with a larger number of faculty, student body enrollment and educational programs. School Secretary I-High School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school.

### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. 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 large high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines
2. Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences; take and transcribe dictation as required.
3. Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public
4. Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information as appropriate
5. Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials
6. Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information
7. Initiate budget preparation; work with Department Chairpersons in preparing individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring budget
8. Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer print-out and balance accounts to assure accuracy
9. Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations.
10. Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail
11. Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; maintain budget; work with and assist personnel assigned to the event
12. Train and provide work direction to clerical personnel, student assistants and others as assigned.
13. Operate a variety of business and office machines including typewriter, calculator, computer, copiers, and communications equipment
14. Order a wide variety of equipment, materials, supplies and special items requested by faculty; assure receipt and proper distribution
15. Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations
16. Comply with medication administration protocol designated by Hopkins County Health Department and HB 126

17. Maintains regular and predictable attendance
18. Adheres to the professional code of ethics
19. Successfully utilizes technology as appropriate in job function
20. Perform related duties as assigned

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- School office terminology, practices and procedures
- Modern office practices, procedures and equipment
- Financial and statistical record-keeping techniques
- Health and safety regulations
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies and objectives
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Budget preparation and control
- Operation of standard office machines
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws
- Letter and report writing skills

#### ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative matters
- Perform public relations and communications services for the Principal
- Maintain accurate financial and statistical records
- Add, subtract, multiply and divide quickly and accurately
- Understand and follow oral and written directions
- Compose correspondence independently
- Type at an acceptable rate of speed
- Complete work with many interruptions
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others
- Learn, interpret, apply and explain rules, regulations, policies and procedures
- Operate a variety of office machines including typewriter, calculator and copiers
- Maintain good public relations with students, parents, teachers and the public
- Meet schedules and time lines
- Plan and organize work
- Train and provide work direction to others
- Compile and maintain accurate records, verify data and prepare reports
- Work confidentially with discretion
- Communicate effectively both orally and in writing

### MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. Three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience

### DESIRABLE QUALIFICATIONS

1. Knowledge/experience with student information system (for attendance secretary) or financial software (for financial secretary)