

PENINSULA SCHOOL DISTRICT
Job Description

SECRETARY

LOCATION: Middle School

This position provides secretarial assistance to support main office activities. The position also maintains and updates student attendance records at a middle school. Responsibilities include admitting students who have been absent, alerting school administrators of student attendance problems, and maintaining computer records.

DUTIES AND RESPONSIBILITIES

1. Admits students who have been absent, arrived late or left early from school; reviews excuses and ensures authenticity of signatures. Discusses unexcused absences with students.
2. Answers the telephone; receives calls from parents or guardians concerning students who will be absent or tardy. Calls parents to confirm absences. Maintains schedule information to track student whereabouts; sends for students as needed for emergency phone calls or authorized office visitors. Maintains emergency contact information for each student.
3. Receives attendance information from teachers; enters absence information on computer; prints attendance listings. Prepares daily absence bulletin; updates bulletin throughout the day.
4. Maintains attendance files of written excuses from parents, doctors, or other sources. Provides information as requested concerning individual student attendance records. May coordinate homework assignments for absent students.
5. Sends letters to parents concerning absence problems. Types and mails suspension and discipline letters written by Vice Principal. Distributes copies of letters to appropriate staff members.
6. Oversees work of student office assistants. Trains students in attendance office procedures; assigns and reviews tasks; evaluates performance for grade.

Depending upon individual school assignment, this position performs all or a combination of several of the following:

7. Provides basic first aid medical care to ill or injured students in the health clinic; contacts parents and arranges for transportation as needed.
8. Types correspondence, forms and memoranda for school administrators. Receives, sorts, and distributes mail. Answers the telephone; provides information or routes caller to appropriate staff member; takes messages.
9. Provides secretarial support for athletic programs; schedules transportation for athletic events; schedules officials for games and coordinates staff coverage of home meets; distributes, collects, and maintains files concerning student athletic forms; provides updates for coaches as to student eligibility for sports.

10. Supervises students sent to the office for disciplinary reasons; maintains computer records concerning disciplinary actions; creates, maintains, and updates student discipline files.
11. Coordinates clerical activities for functions such as facility use, free and reduced lunch, and maintaining the building calendar.
12. Duplicates and collates classroom materials for staff. Inputs a variety of data into computer; generates reports and lists.
13. Performs a variety of related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Principal.

WORKING CONDITIONS:

Office environment; experiences frequent interruptions. Required to meet daily deadlines for attendance. Exposed to infectious diseases carried by students. Requires visual concentration on detail, dexterity, and precision.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent and two years of secretarial experience, including maintaining detailed records and greeting the public.

Allowable Substitution

Advanced training in secretarial procedures may substitute on a month-for-month basis for up to one year of the required experience.

Knowledge, Skills & Abilities

Knowledge of general secretarial procedures.
Keyboarding skill at 50 wpm; data entry skills.
Skill in operating general office machines.
Skill in oral and written communication.
Ability to learn the use of a computer and various software programs.
Ability to maintain accurate records.
Ability to maintain confidentiality.
Ability to set priorities and remain flexible to changes in assignments of situations.
Ability to establish and maintain effective working relationships with students, parents, and staff.

Licenses/Special Requirements

Must complete training in first aid and CPR as required by the district.