

SERIES 500 – PERSONNEL

Support Staff Job Description and Evaluation – 560

Job Description of the Jr. and Sr. High School Secretary (564.2)

Basic Function

It shall be the basic function of the Brookwood Jr. and Sr. High School Secretary to perform the tasks listed in this policy and also perform other reasonable tasks at the Direction of the Brookwood Jr. and Sr. High School Principal or District Administrator. The Brookwood Jr. and Sr. High School Secretary must have skills in communicating with students, parents, community members, staff, and administration in a positive way. Other skills include, but are not limited to; the ability to listen and follow directions, quality organizational skills, proper groom and dress, and the flexibility to handle the various unexpected duties that happen during the course of a school day.

Qualifications

The Jr. and Sr. High School Secretary is required to have a high school diploma. Any other post-secondary training in secretarial or clerical skills is recommended. Keyboarding and computer skills are necessary. Confidentiality of information available to the employee is critical.

Reports to

The Jr. and Sr. High School Secretary reports primarily to the Brookwood Jr. and Sr. High School Principal and District Administrator. At times, this position will also report and work with the Athletic Director.

Specific Responsibilities

The duties and responsibilities of the Jr. and Sr. High School Secretary consist of, but are not limited to the following:

Record Keeping

- 1) Maintain student attendance records.
- 2) Record medication given to students in the nurse's absence.
- 3) File, and keep orderly files of pertinent information.

Fiscal Activities

- 1) Receive and receipt monies for towels, student planners, school apparel, parking passes, driver's education fees and athletic passes.

- 2) Receive and receipt monies for student bills and any fines assessed to a student.
- 3) Receive and receipt monies for any other fiscal activity that operates out of the Jr. and Sr. High School Office as determined by the District Administrator.
- 4) Receive lunch money from Jr. and Sr. High School Students and send that money to the Elementary Secretary daily.
- 5) Count and receipt money from school district owned soft drink machines.
- 6) Send monies receipted to the school district's Financial Assistant.

Duties Including School District Data

- 1) Organize and develop weekly Newsletter for grades Pre-K through 12.
- 2) Develop and disseminate daily announcements.
- 3) Create grades 7-12 class lists.
- 4) Create permission slips for co-curricular activities.
- 5) Storage, editing and production of student handbook.
- 6) Development and storage of vehicle registration report
- 7) Development and storage of Senior Privilege list.
- 8) Assign and record student lockers.
- 9) Assign lunch number code to students.
- 10) Provide accurate 7-12 student count in September and January to the District Administrator as requested.
- 11) Run monthly attendance report and year end report.
- 12) Work on Skyward year end rollover.

Jr. & Sr. High School Student Centered Duties

- 1) Issue passes to students.
- 2) Issue advanced make-up, make-up slips, blue passes and unexcused slips to students.
- 3) Obtain student assignments when students are absent from school if requested by parent or guardian.
- 4) Coordinate with the elementary office, Jr. and Sr. High School picture day.
- 5) Make out and communicate the detention list to the staff.
- 6) Monitor use of school district telephone by the students.

Miscellaneous Duties

- 1) Answer the telephone and relay messages to staff and students.
- 2) Coordinate information bulletin board.
- 3) Greet and assist people as they come to the office.
- 4) Run all office machines.
- 5) Get materials to staff as requested.
- 6) Order all Jr. & Sr. High Office supplies.
- 7) Assist other office personnel as requested.

- 8) Submit soft drink orders.
- 9) Receive and distribute all UPS and FedEx shipments.
- 10) Prepare all season athletic passes.
- 11) Manage the sign-up for the spectator buses.
- 12) Help with athletic programs when requested.
- 13) Any other reasonable request of the Jr. and Sr. High Principal and District Administrator.

Evaluation of the Jr. and Sr. High School Secretary

The Jr. and Sr. High School Secretary will be evaluated once annually prior to June 30 by the School District's Jr. and Sr. High Principal. The District Administrator will have input and approve the final evaluation prior to it being presented to the Financial Assistant. The evaluation will cover the ability of the employee to perform the list of duties on this policy, perform skills listed on the basic function section of this policy, and will also be evaluated on general employability skills not listed on this policy. (ie. attendance, efficient use of work time, etc....) The evaluation will describe skills the employee does well and will give recommendations in areas that the employee needs improvement. The Jr. and Sr. High School Secretary can request a meeting over the evaluation with the District Administrator within five (5) business days of receipt of the evaluation. The employee may add an addendum to the evaluation as well.

Adopted: 1/22/07