



David Douglas School District #40

Classified Job Description

SECRETARY V - HIGH SCHOOL SECRETARY

Schedule: 12 months per year

Class: 17

POSITION PURPOSE

To provide secretarial, clerical, record keeping, and organizational services for the high school.

NATURE AND SCOPE OF RESPONSIBILITIES

I. ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

- Serve as a liaison between administrators and staff members by communicating information on a daily basis. Be knowledgeable of district and high school policies and provide a broad perspective of the entire high school rather than a limited view of office processes
- Organize Credit Retrieval Program in the fall and spring communicating with Assistant Principal. Create application form, build student schedules, type class lists, send out parent and student confirmation notices and prepare grade reporting sheets. Maintain and record student withdrawals and attendance
- Coordinate Student Registration in the fall for the entire student body, working with custodians, athletic office, PTSA, Dad's Club and clerical staff to ensure a smooth registration in the middle of August
- Assist staff with various questions they have on general high school procedures; i.e., leave of absence forms, work orders, purchase requisitions and payroll forms
- Effectively communicate and work well with teachers, secretaries and custodians to provide a needed environment for consistency among all staff
- Coordinate evaluation appointments for various administrators, scheduling pre/post meetings and observation dates and typing the evaluation forms while maintaining a high level of confidentiality
- Maintain administrator's calendars, making appointments with students, staff and parents after screening questions
- Develop agendas for division chair and administrator meetings. Prepare materials needed for the meetings, take notes and complete follow up work from each meeting
- Assist in organizing staff social events throughout the year; order staff awards for end of the year recognition
- Serve as a Notary Public for legal documents regarding students, parents and staff as needed
- Assist in organizing Frosh Orientation, Parent/Teacher Conferences and Back to School Night

II. OFFICE MANAGEMENT RESPONSIBILITIES

- Provide a warm atmosphere for students, staff and parents coming into the school. Have knowledge of school policy, the daily calendar and serve as a liaison between the school and community members coming into the building
- Assure office machinery (telephones, copy machine, stamp machine, fax, and computer printer) is running properly and make appropriate calls for repairs as needed
- Be responsible for compiling/updating information for the staff and student letters in the fall. Develop a student information sheet to be included in the mailing
- Order all office supplies and departmental/teaching materials throughout the year. Report discrepancies of invoices and arrange for replacement of incorrect/defective supplies
- Prepare and submit for approval all work orders and purchase requisitions for high school budget allocations. Monitor departmental spending and maintain/record allocations balances. Make division chairs aware of departmental budgets and expenditures
- Supervise student assistants in the main office by assigning their work and checking the quality as it is completed. Give added responsibility to students as the school year progresses
- Coordinate/supervise duties for main office support staff. Act as a communicator with administrators for the needs of classified staff
- Coordinate mailings for the high school, deciding information to be included in each mailing. Schedule dates for the mailings with PTSA to insure a smooth process for getting information out to parents in a timely manner.
- Coordinate fire drills with assistant principal

III. CLERICAL RESPONSIBILITIES

- Set appointments for expulsion hearings and prepare parent letters in a timely manner. Gather student information for administrators when expulsion is being considered
- Prepare letters for staff needing to be excused for jury duty asking for postponement to the summer months
- Assist in coordinating the graduation ceremony, preparing the commencement program and working closely with seniors and parents regarding graduation tickets. Order student awards for end of the year recognition
- Build a master meeting schedule to include faculty, division chair, division and Site Team for the entire school year
- Process field trip request forms and maintain records of trip summaries for all requests that are approved
- Process professional growth and curriculum time requests made by teachers and maintain records showing balances in both areas
- Be knowledgeable of updated computer software programs in order to be a resource for staff
- Create yearly calendar of events and bell schedules for the Student Planner
- Perform other duties, as assigned by the principal

QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older, with three years of experience in general clerical work requiring frequent contact with the public
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Must be skilled in computer operation and use of computer programs involving word processing and Excel; use a telephone, calculator, fax, copier and other office equipment
- Must know or be willing to be trained on ESIS Student Database in order to process student registrations
- Able to produce a school newsletter and maintain the web based school calendar
- Knowledge of high school and district personnel and procedures
- Must hold a valid first aid card
- Ability to remain focused and productive despite frequent interruptions
- Ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- Ability to respond to sensitive issues and concerns from students, parents, and staff, and to maintain the confidentiality of such
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.