

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: SCHOOL SECRETARY I – ELEMENTARY

BASIC FUNCTION:

Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in routine administrative tasks and coordinate school office activities; perform public relations and communications services for the Principal.

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

Coordinate a variety of office activities to assist the Principal with administrative tasks; prepare and accurately maintain a variety of reports, records, and files relating to students, staff, budgets, operations, and activities.

Serve as secretary to the Principal; compose routine correspondence independently; prepare, type, and distribute communications and minutes of meetings; schedule appointments and meetings as requested; receive, open, and route mail.

Train and provide work direction to clerical personnel and student workers as assigned; monitor workflow and adjust duties to complete assignments in a timely manner as assigned.

Provide information concerning school policies, procedures, actions, activities, and schedules as appropriate; maintain school calendar and serve as a coordinator of events.

Collect, compile, organize, and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory, and student activities; Prepare and maintain related records, files, and logs.

Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.

Administer first aid to ill and injured students; contact the nurse, parents, or public safety agencies as appropriate.

Register, release, or transfer students; complete enrollment information and database.

Operate a variety of business equipment including typewriter, calculator, copiers, computer equipment and other school office machines.

Requisition, receive, store, and distribute supplies and office materials; maintain materials and equipment inventory as assigned.

Provide clerical assistance to faculty and staff as needed.

Orient new and substitute teachers; provide directions, keys, and instructional materials.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, and equipment.

Record keeping techniques.

Health and safety regulations.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

Basic first aid techniques.

Operation of standard office machines including computer equipment.

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 tasks.

Perform public relations and communications services for the Principal.

Add, subtract, multiply, and divide quickly and accurately.

Understand and follow oral and written directions.

Compose correspondence independently.

Complete work with many interruptions.

Type at an acceptable rate of speed.

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, computer terminal, calculator, and copiers.

Understand and work within scope of authority.

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 and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Administer first aid to ill or injured students.

EDUCATION AND EXPERIENCE:

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 and two years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.