

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: SCHOOL SECRETARY I – HIGH SCHOOL

BASIC FUNCTION:

Organize, coordinate, schedule, and perform office functions at a 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 I – High School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. 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.

REPRESENTATIVE DUTIES:

Organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operation as a small to medium-sized high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.

Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings, and conferences.

Coordinate and facilitate communications between District and site personnel, parents, students, school, and community organizations and the general public.

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.

Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda, and other materials.

Assist the Principal in the preparation and maintenance of financial, statistical, and narrative reports; research, compile, and organize information.

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.

Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer print-out and balance accounts to assure accuracy.

Type from notes, rough draft, or verbal instructions as variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations.

Maintain daily teacher attendance log and records of substitute teachers.

Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review, and route mail.

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.

Train and provide work direction to clerical personnel, student assistants and others as assigned.

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

Order a wide variety of equipment, materials, supplies, and special items requested by faculty; assure receipt and proper distribution.

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.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices, and procedures.
- Modern office practices, procedure, 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 Principals.
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.

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 three years of increasingly responsible office or secretarial experience involving public contact and record keeping experience.