

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: SCHOOL SECRETARY I – MIDDLE

BASIC FUNCTION:

Perform a wide variety of secretarial and clerical duties to assist the Principal of a small to medium-sized middle school with routine administrative tasks and coordinate school office activities; perform public relations and communication services for the Principal.

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

Coordinate office activities and communications with school activities, events, and time lines and assist the Principal with routine administrative matters.

Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; assist in the preparation of annual budgets and other annual reports.

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

Coordinate the Principal's office, acting as receptionist, and contact and reference source for staff, students, parents, and the public; perform public relations and communications services for the Principal.

Provide information over the phone or in personal contacts with parents, students, or school personnel as appropriate; route calls to appropriate personnel as necessary; coordinate and maintain the school calendar of events.

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

Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports, and statistical data.

Collect and account for money collected in conjunction with student body funds, lost or damaged books, and other school activities; account for and maintain the cash fund as assigned; prepare student body financial report.

Process the certificated and classified payroll including the completion and submission of time sheets to the supervisor and District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes and prepare substitute time sheets.

Initiate office and general school supply purchase orders; receive, store, and distribute supplies and office materials; maintain materials and equipment inventory; maintain department purchase orders.

Perform a wide variety of problem-solving tasks in support of certificated, classified, and management personnel.

Operate a variety of office machines such as typewriter, copiers, calculator, and computer equipment.

Utilize a mimeograph machine for forms, certificates, passes, slips, and a variety of other items.

Perform First Aid according to established guidelines and procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School office terminology, practices, and procedures.

Modern office practices, procedures, and equipment.

Financial and statistical record keeping techniques.

Receptionist and telephone techniques and etiquette.

Letter and report writing skills.

Health and safety regulations.

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

Oral and written communication skills.

Applicable sections of Kentucky Administrative Regulations and other applicable laws.

Interpersonal skills using tact, patience, and courtesy.

District organization, operations, policies, and objectives.

First Aid Practices.

ABILITY TO:

Perform office, secretarial, and clerical work to assist the Principal with a variety of administrative tasks.

Learn, interpret, apply, and explain school and District policies, rules and objectives.

Understand and perform duties within scope of authority.

Establish and implement revised office procedures as needed and according to established guidelines.

Understand and interpret rules and written direction and apply to specific situations.

Compose correspondence independently.

Perform duties effectively with many demands on time and constant interruptions.

Type at an acceptable rate of speed.

Establish and maintain effective working relationships with others.

Operate a variety of office machines including computer equipment.

Meet schedules and time lines.

Plan and organize work.

Train and provide work direction to others.

Maintain records and prepare reports.

Work confidentially with discretion.

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

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work independently with little direction.

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 varied and increasingly responsible clerical or secretarial experience.