

JOB DESCRIPTION-HIGH SCHOOL SECRETARY

Qualifications Proficiency in basic secretarial skills including proficiency in the use of word processing, publishing, databases and spreadsheet applications; ability to use the Skyward Student Management and Financials programs; and ability to schedule all students using the Skyward scheduling program. Must be personable, self-motivated, and able to work with a variety of people. Must have above average oral, written language and math skills. Must be able to handle deadlines, disruptions and stressful situations.

Reports To High School Principal

Job Goal Perform general secretarial, clerical and receptionist works as well as data processing of student records, attendance, and schedules for the high school principal.

Work Schedule All student days (180) plus 22 additional days at the start and the conclusion of the school year with normal work hours from 7:30 AM to 4:00 PM.

Responsibilities:

1. Effectively communicate, verbally and in written form, with students, parents, community, and school staff via phone, email, and in person.
2. Schedule and organize student registration, student pictures, student-athlete physicals, athletic banquets, graduation, immunization records, etc.
3. Complete and mail student transcript requests, report cards, progress reports, diplomas, newsletters, and other parent mailings.
4. Collect and deposit student fees, lunch money, student activity fees, and organizational fundraising funds.
5. Enter, record, and edit student data in Skyward and cumulative folders.
6. Complete student data reporting to Department of Public Instruction as required.
7. Enter purchase orders for school staff and budget for office needs.
8. Track and record student attendance and make the appropriate parent, law enforcement and school contacts, including mailings.
9. Complete secretarial tasks for athletic director and school counselor as directed by building principal
10. Coordinate and complete student course registration using Skyward software.
11. Add and withdraw students, register students and collect and file registration paperwork.
12. Complete test preparation for NWEA and enter test data into Skyward and cumulative file.
13. Dispense medications and provide for student welfare.
14. Complete other secretarial duties as assigned by principal.

Approved: June 2, 1997

Revised: December 1, 2008