

**JOB DESCRIPTION-MIDDLE 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** Middle School Principal

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

**Work Schedule** All student days (180) plus 22 additional days including 10 at the start of the school year and 10 at the conclusion of the school year. Normal work hours are 7:30 AM-4:00 PM.

**Responsibilities:****Daily Tasks:**

1. Communicate with staff, students, parents, businesses, and the general public through telephone, email, fax and other electronic deliveries of information.
2. Assist principal, guidance counselor, technology director and athletic director with daily operations.
3. Operate technology hardware (i.e. computers, scanners, fax, telephone system, copiers, etc.) and related materials for support of office functions.
4. Write out admit and pass slips.
5. Monitor daily attendance by class period within the student records program.
6. Collect, arrange, and distribute 9<sup>th</sup> hour forms and schedule coverage.
7. Duplicate and distribute materials for the principal and IT Director.
8. Dispense medications to students and record dosage given.
9. Schedule coverage for noon hour detention supervision.
10. Assist in sorting and distributing mail, weighing packages, keeping postal supplies and postage money updated.
11. Register and enter registration data for new students in grades 6-8.
12. Care for sick and injured students.
13. Schedule substitutes for teachers as needed including finding coverage for full day absences as well as covering hourly voids.
14. Monitor students who are sent to the principal's office for disciplinary reasons.
15. File correspondence and maintain student records.
16. Request and send student files for transfers and withdrawals.
17. Check and lock storage, office, and outside office doors before leaving work.
18. Check and lock medication storage before leaving work.
19. Schedule appointments for the principal and guidance counselor.
20. Check in and monitor visitors.
21. Process purchase orders for middle school staff and the IT department.

#### Weekly Tasks:

1. Order and stock beverage vending machines.
2. Update ISES and WSN system with new and transferring students.
3. Prepare requisitions for staff and administration as necessary.

#### Monthly Tasks:

1. Provide guidance counselor with attendance printout.
2. Make student schedule changes at the beginning of the year and between quarters and semesters.

#### Quarterly Tasks:

1. Label and stamp envelopes, sort, fold, file and mail progress reports.
2. Prepare report cards for mailing/distribution.
3. Schedule Parent-Student-Teacher conferences.
4. Type and post honor roll; send to newspapers.

#### Annual Tasks:

1. Assist in duplicating handbooks and other information for students and teachers regarding the new school year.
2. Type and assemble sub-folder and substitute teacher handbooks/binders.
3. Arrange and find volunteers for yearly vision and hearing screening and immunization.
4. Budget, order and stock supplies.
5. Collect and write receipts for student fees.
6. Collect and deposit money for middle school fund raiser and organizations.
7. Assemble registration packets.
8. Complete end of the year reports including information required for the school performance report.
9. Complete year-end rollover of the middle school student records system.
10. Assemble awards programs-collect information, prepare/order certificates and type program.
11. Create CRF file for the NWEA testing program for fall and spring testing cycles.
12. Prepare all requisitions for staff and administration for the upcoming school year.
13. Process immunization information into Skyward, alert parents of deficiencies, file required reports regarding non-compliance.
14. Enter data/changes into the master schedule and enter all student data for the upcoming school year.

#### Other Tasks:

1. Collect insurance forms, athletic physicals, athletic codes, and file with the proper office.
2. Keep emergency forms up to date and enter data into the student records system.
3. Enter data for all incoming 6<sup>th</sup> grade students.
4. Schedule in skyward all new (after the beginning of the school year) middle school students.
5. Process Athletic/Activity Codes; verify that all participants are up to date; and provide coaches/advisors with printouts of data.
6. Prepare cash box for special events.
7. Enter student activity data into Skyward.
8. Record all middle school testing results into Skyward and when appropriate place in cum folders.
9. Complete other secretarial duties as assigned by administration including but not limited to information technology materials.
10. Request transfer student records and create student files.
11. Send withdrawal student records when requested.
12. Other jobs as assigned by the building principal.

Approved: June 2, 1997

Revised: November 3, 2008