Job Title: High School Secretary

Reports To: High School Principal

Supervises: Not Applicable

Job Goal: To support increased student achievement by providing efficient clerical and administrative assistance to the high school principal.

Employment: Hourly wage to be determined by the Board of Education. At-will for the first year of employment. Employment will be considered annually after the first year of employment. The position is non-exempt under FLSA status. Salary commensurate with skills and experience with $14.50 per hour being the rate that may be adjusted based on skills and experience. The contract is an 11-month assignment (210 days), beginning 18 days before and 13 days after teachers report for duty.

Requirements: High school diploma or equivalent; effective written and oral communication skills; good interpersonal and office management skills; experience in using Microsoft Word, Excel, and PowerPoint; and must have the ability to complete assignments with minimal supervision and to work under pressure to meet demanding deadlines.

GENERAL RESPONSIBILITIES: These statements are intended to describe the general responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required:

1. Receive and greet all visitors and calls in a professional, polite, and tactful manner; provide assistance as appropriate; refer visitors and calls to other employees, officials, or departments as warranted;

2. Maintain office equipment and inventory cabinets in an orderly manner for department use;

3. Send, receive, process, and distribute records such as student transcripts, student files, etc.;

4. Collect money from activity fund sponsors and submit to the Activity Fund Custodian;

5. Track employee leave and submit completed leave forms to the administration office;

6. Contact and schedule substitute teachers as necessary;

7. Compose and edit correspondence, memoranda, and forms for the principal;

8. Complete all student enrollment processes including meeting with parents and students new to the site, collecting required enrollment forms and documents, and entering student data as appropriate for site scheduling and attendance;

9. Distribute incoming mail appropriately and send outgoing mail daily;

10. Fill the site copier with paper and toner as needed;

11. Maintain confidentiality as required and appropriate regarding students, employees, and others;

12. Assist in planning and scheduling school events and activities, coordinating with other site/district staff as necessary, and maintain a calendar of school and student events. Examples include homecoming activities, new student enrollment, professional development activities, Back to School Night, field trips, site events and activities, assemblies, conferences, etc.;

13. Prepare purchase orders for the purpose of submitting to Activity Clerk/Encumbrance Clerk as appropriate;

14. Schedule appointments with students, parents, and teaching staff or others as requested;

15. Utilize Microsoft Word, Excel, and PowerPoint to provide administrators with appropriate documentation and resources as needed;

16. Establish and maintain congenial and cooperative working relationships with others contacted in the course of work;

17. Ability to understand, apply, and use personal computers and software applications, including Oklahoma State Department of Education school-related applications;

18. Ability to process paperwork accurately according to district procedures;

19. Display organizational and time management skills; and

20. Perform other duties and responsibilities as may be required by the Superintendent of Schools.

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