

# Secretary-High School

## Chickasha Public Schools

**Job Title:** Secretary  
**Location:** High School Building  
**Immediate Supervisor:** Principal/Assistant Principal/Counselor  
**Supervises:** Office volunteers, student aides

### Purpose of Position:

To ensure the efficient operation of the school office and contribute to the mission of the school.

### Qualifications:

High school diploma or GED

Two (2) years of related office experience, preferably in a school office

Advanced training related to office management and computers

Knowledge of accounting and bookkeeping procedures

Must be bondable

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none"><li>• Good health and high energy level</li><li>• Some bending and stooping</li><li>• Ability to reach above shoulder level</li><li>• Some climbing of short ladders</li><li>• Ability to tolerate a stressful environment</li><li>• Ability to lift objects weighing <b>10 lbs or more</b></li></ul>	<ul style="list-style-type: none"><li>• Computer literacy</li><li>• Filing, sorting, recording, tabulating and copying</li><li>• Excellent computation skills</li><li>• Effective communication both orally and written</li><li>• Excellent interpersonal skills</li><li>• Telephone etiquette</li><li>• Ability to relate courteously with children and adults</li><li>• Knowledge of accounting procedures</li><li>• Effectively use all business machines</li><li>• Work independently</li><li>• Plan, schedule and organize work</li><li>• Maintain a positive work environment</li><li>• Interpret and apply laws, regulations and policies</li><li>• Ensure the quality of work as measured against established standards</li><li>• Maintain confidentiality</li><li>• Proficient in multitasking</li></ul>

**Essential Job Functions** (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Principal)

- Comply with School Board Policy
- Responsible for keeping accurate records of attendance for all students; compiling and maintaining the necessary data; making all attendance reports, drops and gains, class size analysis reports and forwarding them to the central office on time. If applicable; print schedules, report cards and transcripts, call parents on absences of students, work with the Asst. Principal in regards to excused and unexcused absences, prepare a list for counselors on excessive absences, compile monthly drop-out list to send to the administrator in charge of attendance
- Accurate accounting procedures for activity funds and general budget funds (purchase orders, bills, invoices, etc).

- Collect and receipt monies from teachers (picture money, book orders, supplies, etc) and make daily deposits
- Responsible for all enrollment and withdrawal procedures, including transfers, requesting and sending of records and maintaining records of all such transactions
- Maintain records on employee absenteeism and forms for substitutes
- Obtain substitutes as needed
- Assisting Principal, Asst. Principal, Counselor in typing and disseminating letters, memos, newsletters, faculty meeting agendas, State and NCA Accreditation reports, faculty and student handbooks, reports requested by SDE, district Superintendent, School Board and others deemed necessary by the aforementioned supervisor
- Responsible for basic first aide care for students sick or injured; taking temperatures, tending to minor cuts, scratches and other complaints of illness or injury; calling parents and or school nurse when necessary
- Answer the telephone and route calls and messages to proper individuals
- Receive and sort mail daily
- Give student medication and document in the daily log
- Verify vocational-technical school enrollment of high school students
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Cheerfully greet all visitors, making them feel welcome; providing assistance or directing them to the appropriate persons for information
- Responsible for accurate inventory of all supplies and materials; compiling and ordering general supplies for entire school use; checking supplies in and properly storing and dispensing
- Verify daily attendance of students attending the alternative school
- Report to counselors excessive absences of students and maintain file of homebound students
- Responsible for keeping cumulative files and health cards in proper order and accurate
- Responsible for collecting medical statements and for distributing a typed list to teachers at the end of the each nine weeks period
- Issue check-in and check-out slips to students at request of Asst. Principal, Counselor, and or local organizations
- Assist with all issues relating to progress reports, conferences, grade point averages, master schedule, end of year check-out, student lockers, diplomas, etc.
- Attend quarterly safety meetings as scheduled by the district safety coordinator

**Other Job Functions:**

- To complete other tasks that may be necessary to achieve an efficient operation of the school.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

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Employee Signature

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Date