



REVISED:
07/12/2004

JOB TITLE:	SCHOOL SECRETARY II
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8684
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibilities for Principal secretarial duties in the school including assisting with coordination of all departments of the school into a smoothly functioning organization and is responsible for handling confidential information at the school and systemwide service office levels including typing evaluations for all certified and classified personnel; organizes and coordinates functions and duties of other clerical personnel, bookkeeper, order and receiving clerk, records clerk, general clerk and library clerk; prepares the payroll for the entire school staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs secretarial duties for the Principal handling confidential information at the school and systemwide service office levels

Handles problems for the Principal relating to community relations, inquiries, students and staff throughout the calendar year

Organizes/coordinates functions and duties of clerical staff

Prepares payroll report for all school staff

Implements approved school policies and procedures, under the direction of the Principal; including those related to substitute teachers processing and evaluation

Prepares and submits reports and special assignment reports (i.e., State Report, Southern Association, Civil Rights, etc.) for the systemwide service offices and establishes and maintains appropriate records and files

Assumes responsibilities to a greater degree when Principal is out of the building as it relates to student records, problems arising regarding building and grounds, meeting the public, inquiries from systemwide service offices and directing Board employee

Maintains Principal's appointment calendar, schedules meetings and conferences, attends conferences as required taking and transcribing minutes

Operates standard office machines and equipment

Duties may include performance of health services, for which training will be provided

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three(3) years successful secretarial-related experience

Typing/transcription skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Business School Diploma or equivalent
Previous experience working in a school system
Willingness to take on added responsibilities
Shorthand/speedwriting skills