

## Job Description

**Title:** High School Secretary - 12 Month

**Reports to:** Building Principal

**General Summary:** Assists in the smooth and efficient operation of the senior high school office by performing a wide variety of clerical, record keeping, and bookkeeping duties with minimal supervision.

### Essential Functions:

1. Prepares, duplicates, and distributes memos and other correspondence for building administrators, including newsletters, evaluation documents, activity schedules, athletic rosters, and handbooks. (45%)
2. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with communications to parents, students, staff, and public using tact and courtesy. (30%)
3. Assists staff and parent volunteer organizations with the preparation of materials and correspondence. (10%)
4. Maintains and updates student and staff absence records. (5%)
5. Prepares rooms and makes needed arrangements for meetings. (5%)
6. Receives, sends, distributes daily mail. Processes bulk mailings. (5%)
7. Able to react to change productively and handle other essential tasks as assigned.

### Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure:
3. Experience desired:
4. Other requirements:
  - \*Good English usage, spelling, grammar, and punctuation skills.
  - \*Ability to type at least 55 wpm
  - \*Ability to use computer, related software, and other office equipment.
  - \*Ability to establish and maintain cooperative working relationships with staff and others.

**Special Requirements:**

		Occasional	Frequent	Constant
		1 - 32%	33 - 66%	67% +
1.	Standing	..... x		
2.	Walking	..... x		
3.	Sitting	.....	..... x	
4.	Lifting 15-20 lb max.	..... x		
5.	Carrying 50 feet	..... x		
6.	Pushing / Pulling	..... x		
7.	Climbing / Balancing	..... x		
8.	Stooping / Kneeling / Crouching / Crawling	.....	..... x	
9.	Reaching / Handling	..... x		
10.	Speaking / Hearing	.....	..... x	
11.	Seeing / depth perception / color	.....	.....	..... x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Millard Public Schools      Revised: August 1994