

**HILLSBORO CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SCHOOL SECRETARY

File 201

Reports to: Principal

Job Objective: Performs secretarial duties that support the effective management of school operations.

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent secretarial work experience is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with skills essential to the objectives of the position.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.
- Assignment may require successful completion of basic first aid and/or CPR training.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides secretarial services. Organizes assigned duties. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- Refers district policy questions to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
- Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.
- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Helps coordinate school activities (e.g., open houses, parent/teacher conferences, student/staff orientation, recognition programs, staff in-service training, etc.).
- Collects and submits staff and substitute timesheets.
- Monitors building and activity fund records.
- Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, schedules, student lists, etc.
- Authenticates student requests to be dismissed during school hours. Processes late arrivals. Collects attendance forms.
- May prepare attendance records. Keeps the principal and guidance staff informed about chronic absenteeism, tardiness, and truancy concerns. Verifies attendance information for report cards.
- Contacts parents or guardians when the school has not been notified about an absent student.
- Notifies teachers about homework requests for absent students.
- Collects and maintains staff and student medical emergency authorization forms.
- May administer medications and renders basic first aid when assigned.
- Monitors students sent to the office for illness or discipline reasons.
- Monitors bus communications. Conveys information as needed.
- Composes and prepares routine correspondence, memos, notes, E-mails etc.
- Transcribes, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and prepares statistical data and reports as directed.
- Helps gather information and process grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.

- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms and paperwork related to administrative procedures and program functions.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Verifies and correctly enters data. Prepares accurate and timely reports/paperwork.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

Revised: September, 2009

I have received a copy of this job description for my present position.

Signature

Date