

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	JUNIOR HIGH SCHOOL SECRETARY	File 210
Reports to:	Principal	
Job Objectives:	Performs secretarial, receptionist, and office management functions.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma. Post-secondary training in secretarial/office technology is desired.· Meets all mandated health requirements.· A record free of criminal violations that would prohibit public school employment.· Proficient in office protocol and the use of business equipment.· Proficient in the use of office and management information software.· Proficient in data entry, spelling, proofreading, and the correct use of grammar.· Bookkeeping skills and the ability to apply mathematical concepts.· Multitasking ability, congenial etiquette, and effective interpersonal skills.· Basic first aid skills.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Performs secretarial and administrative support functions.· Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.· Upholds board policies and follows administrative procedures.· Supports community partnerships that enhance district programs and services.· Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.· Refers inquiries requiring policy interpretation to administrative staff.· Initiates emergency procedures during the absence of the principal/assistant principal.· Answers the telephone. Manages calls efficiently. Monitors the sign-in/out register. Directs calls based on the nature of the inquiry. Takes messages.· Maintains an office calendar. Schedules appointments as directed.· Maintains the confidentiality of privileged information.· Processes incoming, outgoing, interoffice mail and faxes. Updates names on staff mailboxes. Helps prepare special mailings.· Enters and maintains educational management information (EMIS) data as directed.· Helps prepare newsletters, notices, and public announcements.· Prepares requisitions as directed. Receives, stores, and inventories office supplies.· Receives, sorts, and counts money collected in the building as directed. Prepares records suitable for audits. Prepares and makes bank deposits.· Authenticates student requests to be dismissed during school hours. Processes and distributes attendance information.· Helps maintain staff emergency authorization forms as directed.· Monitors students sent to the office.· Processes homework requests for absent students.· Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, class schedules, graduates/inactive lists, etc.· Updates, duplicates, and collates the student/parent/teacher handbook.· Helps coordinate school programs (e.g., student orientation, open houses, parent conferences, recognition activities, staff in-service programs, etc.).· Places calls for maintenance and repair services as directed.	

- Takes precautions to ensure student safety. Reports suspicious circumstances immediately.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Cross-trains with other office staff. Offers assistance when needed.
- Uses provided materials to keep current with advances in office technology. Updates work-related procedures.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for work-related decisions and conduct.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism.
- Takes the initiative to identify and solve problems independently.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, listening, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Operates office equipment efficiently.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties may include lifting, carrying, and moving work-related supplies/equipment.
- Duties may include performing repetitive tasks quickly.
- Duties may include prolonged use of a computer keyboard and monitor.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to the negotiated bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: June, 2003

Signature: _____ Date: _____