

# Chittenden Central Supervisory Union

## Job Description

**JOB TITLE:** School Secretary

**FLSA STATUS:** Non-Exempt, Grade 7

**UPDATED:** June 9, 2009

**POSITION OBJECTIVES:** To support the Principal and staff in maintaining a safe, effective, and positive learning environment for students by performing a full range of secretarial/clerical and administrative functions for the Principal, faculty and staff of a district school, including performance of key school administrative tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Oversee and carry out various day-to-day school clerical/administrative functions assuring timeliness of completion and accuracy of information.
- Perform a wide variety of secretarial/clerical functions for the school to effectively and efficiently serve the needs of the school, principal, faculty and other school constituency: Edit, design, type and proof a wide variety of written materials (correspondence, exams, reports, minutes, forms, records, brochures, etc.) from handwritten, taped or typed copy; regularly compose routine correspondence for senior staff members' signature; order and maintain office supplies and equipment; order and distribute books; maintain appointment calendars; screen, sort and distribute incoming mail; prepare outgoing mail; photocopy, collate and distribute materials; arrange meetings; make travel arrangements; take minutes of meetings; process various incoming and outgoing documents; and the like.
- Maintains a positive image of the school while performing key school reception functions. Politely and courteously answer phones and greet visitors; effectively screen and assist calls/visitors; take messages; make appointments; take standard information for administrative or other purposes; distribute a variety of written information; distribute, collect and assist with completion of forms. Place calls as requested.
- Schedule building use, and maintain school calendar and website.
- Organize and maintain variety of general and specialized school files and records, both manual and computerized.
- Perform a variety of tasks related to the development and maintenance of computerized departmental records using personal computer: design and basic programming of appropriate data bases, spreadsheets, and data management/reporting systems using various PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.
- Develop and maintain various logs and other manual record-keeping systems related to assigned functions.
- Compile a variety of information from both manual and computerized records and files for regular and special reports and in response to specific requests by Principal or other staff members.
- Perform various bookkeeping functions: initiate and process financial documents related to operating budgets or special accounts; balance school checkbook; monitor financial activity; organize and maintain financial records; prepare related reports.
- Perform a variety of basic liaison functions with students, faculty, staff, parents, or other school constituency: explain policies/procedures; answer various questions about school policies, procedures, fees, schedules, events, services, programs, and the like; coordinate services/assistance; assist with registration; help with sick students; handle special requests or problems, routing to senior staff members as appropriate; and the like.
- Prepare and process timely and accurate personnel/payroll records and forms; record and track employee leaves to prevent leave overuse.
- Confer regularly with Principal, faculty, staff, district personnel, and/or various firms/organizations/individuals outside the District to plan and coordinate activities, exchange information, resolve problems, and the like.
- Serve as member of the school's Emergency Team and Safety and Health Committee to help assure student and staff safety.

- Train and oversee the work of junior staff members, volunteers, substitutes or other assistants.
- Run errands as requested: bank deposit, pick up inter-office mail, post-office, pick up needed supplies and materials, and the like.

**SUPERVISION RECEIVED:** Moderate to minimal supervision is received from the School Principal.

**SUPERVISORY RESPONSIBILITIES:**

Train, assist and occasionally direct junior co-workers, substitutes and volunteers.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associates degree in a secretarial curriculum/business or other appropriate discipline plus two to three years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Bookkeeping/accounting experience and/or training preferred.
- **Certifications and Licenses.** Valid Vermont Driver's license and reliable transportation preferred.
- **Language Skills.** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- **Mathematical Skills.** Ability to calculate figures and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills and Experience.** Excellent computer technology skills and experience, including word processing, spreadsheets and databases. Training and/or experience in using Microsoft Office and computerized filing systems preferred.
- **Reasoning Ability/Mental Requirements.** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with diverse problems and situations of moderate difficulty, involving several concrete variables in standardized situations, demanding some original research, modification of standard methods and techniques, analysis, and design/composition. Ability to plan, organize and design work methods and routines in carrying out moderately broad assignments with minimal administrative supervision/direction. Ability to revise and reorganize activities and priorities in response to regular changes in conditions and problems. Ability to use regular independent judgment in interpreting and applying a number of key functional, organizational, professional/technical, and/or external policies, procedures, principles, and practices.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to communicate with tact, discretion and diplomacy.
- **Other Skills/Characteristics.** Love for children; enthusiasm; good follow through; good clerical, reception, and other general office skills; Good administrative and organizational skills; excellent typing, filing, record and bookkeeping skills; Excellent telephone, people and communication skills; ability to handle multiple tasks at one time; accuracy and attention to detail; ability to use discretion in handling confidential information.

<b>Frequency</b>	<b>Code</b>	<b>Description</b>
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

**PHYSICAL EFFORT AND STRESS.** Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	F	X	
STANDING	F	X	
WALKING	F	X	
SEEING	C	X	
HEARING	C	X	
TALKING	C	X	
DEXTERITY (hands/fingers)	C	X	
USE OF COMPUTERS AND EQUIPMENT	C	X	
LIFTING			
up to 10 lbs.	O	X	
10-25 lbs.	O		X
25-50 lbs.	NA		X
50-100 lbs.	NA		X
100+ lbs.	NA		X
CARRYING			
up to 10 lbs.	O	X	
10-25 lbs.	O		X
25-50 lbs.	NA		X
50-100 lbs.	NA		X
100+ lbs.	NA		X
BENDING/STOOPING	S	X	
PUSHING/PULLING	S		X
TWISTING	S	X	
CLIMBING	NA		X
BALANCING	NA		X
CROUCHING	S		X
KNEELING	S		X
CRAWLING	NA		X
REACHING (i.e., overhead)	O	X	
HANDLING	O	X	
DRIVING	O	X	
REPETITIVE MOVEMENTS (hands, feet)	O	X	
MANAGING STRESS	O	X	
RESOLVING CONFLICTS	O	X	

**WORKING CONDITIONS/ENVIRONMENTAL FACTORS:** All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	F
EXPOSURE (extreme heat – non-weather, flames)	NA
EXPOSURE (extreme cold – non-weather)	NA
EXPOSURE (fumes, odors)	S
EXPOSURE (viruses, infectious diseases)	F
EXPOSURE (water)	S
EXPOSURE (hazardous equipment)	S
EXPOSURE (chemicals, hazardous materials)	S
UNEVEN TERRAIN	NA
OUTDOOR WEATHER CONDITIONS	S
VIBRATION/NOISE	F
HEIGHTS	NA

## Definitions - Physical Demands

**Sitting:** remaining in a seated position

**Standing:** remaining on one's feet in an upright position at a work station without moving about

**Walking:** Moving about on foot

**Seeing:** Perceiving with the eye

**Hearing:** Perceiving or listening to sound by ear

**Talking:** Articulating, speaking or discussing using spoken words

**Dexterity:** Skill in the use of hands and fingers

**Lifting:** Raising or lowering an object from one level to another (includes upward pulling)

**Carrying:** Transporting an object, usually holding it in the hands or arms or on the shoulder

**Bending/Stooping:** Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

**Pushing:** Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

**Pulling:** Exerting force upon an object so that the object moves toward the force (includes jerking).

**Twisting:** Rotating; moving to face in alternate direction.

**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

**Crouching:** Bending the body downward and forward by bending the legs and spine.

**Kneeling:** Bending the legs at the knees to come to rest on the knee or knees.

**Crawling:** Moving about on the hands and knees or ha

**Reaching:** Extending the hands and arms in any direction

**Handling:** Seizing, holding, grasping, turning, or working with hands

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.