

SECTION 310-I HIGH SCHOOL SECRETARY  
Job Description

QUALIFICATIONS:

1. High school diploma (additional related training desirable, but not required).
2. Previous experience and general knowledge of office procedures, computer operations, and office equipment. Experience working with students in an educational setting a plus.
3. Possess strong organizational skills, word processing skills and proficiency in oral and written communication skills. Proficient with Microsoft Office applications and other programs used in the District.
4. Ability to communicate effectively, possess excellent customer service skills, display initiative, and exercise good judgment.
5. Ability to work in a positive manner with students, staff and the community.
6. Ability to use a multi-line telephone and assist callers in a polite and courteous manner.
7. Ability to maintain a high level of confidentiality.

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Assist students, parents, public, and staff as required. Ensure delivery of messages, packages, etc., to students and staff.
2. Monitor security system, admit visitors into building, register visitors, issue visitor passes, and direct or escort visitor to the proper person or place.
3. Reports immediately any suspicious activity or unusual behavior.
4. Administer first aid to students as needed. Maintain Red Cross certifications in first-aid, CPR, and AED. Notify parents for sick/injured students. Process accident reports and prepare student insurance forms as necessary.
5. Maintains an alphabetical file of staff members' names, room locations and telephone extensions to expedite relaying of calls.
6. Maintains such records as shall be required.
7. Files correspondence, invoices, cards, and other records.
8. Receipts monies and deposits monies appropriately.
9. Register students, process information from forms, issue picture ID's and collect fees.
10. Infinite Campus: student attendance, input data, track students, process Progress Reports, Grade Verifications, Report Cards, Honor Roll, F-list, student schedules, transfer students, prepare other lists and reports as required.
11. Prepare and post daily announcements.
12. Prepare state DPI reports including September and January student counts, and yearly course report. Prepare mobility report and notify district office to update records in the WSLS/ISES student record system. Prepare Attendance reports to support data collection in regards to truancy.
13. Prepare and process mailings throughout the year.
14. Student parent/teacher conferences.
15. Maintain office equipment including copy machine, fax, printers, PA system, phone s system, and postage meter.
16. Issue work permits.
17. Arrange for substitute teachers and distribute necessary materials to the substitute teacher.

18. Maintains key inventory.
19. Performs errands in the community such as school shopping and Post Office tasks.
20. Performs other tasks and assumes other responsibilities within the overall scope of the position which the Principal/Supervisor may assign.
21. Student Supervision during school day: Lunchroom supervision; Study Hall/Advisory supervision.

1<sup>st</sup> Reading – May 14, 2007  
2<sup>nd</sup> Reading – June 11, 2007  
Approved – June 11, 2007  
Revised – December 10, 2012