



## JOB DESCRIPTION

<b>Job Title</b>	Charter School Secretary-Secondary
<b>Department</b>	
<b>Reports To</b>	Building Principal
<b>Classification</b>	Hourly Classified
<b>Location</b>	District Secondary School
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	On Schedule

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Secondary Charter School Secretary serves as secretary to the building principal and is responsible for completing related clerical work and serving as a resource to staff, students, and families concerning general administrative policies and procedures.

## Essential Job Functions

- Prepares Governance Board agendas, public notices, and minutes.
- Prepares transcripts, report cards, suspension and expulsion orders, and court orders.
- Assists in the coordination of school functions to ensure the smooth functioning of the building.
- Maintains school attendance, year-end report, and student record data.
- Maintains positive public relations with staff, students, families, and general public.
- Handles telephone calls and processes mail.
- Performs secretarial work and minor administrative tasks as requested by the building principal.
- Schedules conferences for principal; greets and directs visitors, determines nature of business and directs to the appropriate person.
- Composes routine correspondence; files correspondence; and prepares a variety of records, schedules, calendars, and bulletins.
- Requisitions and distributes office supplies.
- Oversees transportation requests and bills.
- Assists with claims, grant applications, reports, and evaluations.
- Maintains budget and expense records.
- Works with substitute systems to monitor unfilled absences and substitute assignments.
- Maintains website to ensure current and accurate information.
- Operates a variety of office machines and equipment.

### **Ancillary Job Functions**

- May assist with registering students and maintaining student record system.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Additional advance coursework or associate degree in secretarial science.
- Experience/training in word processing and/or computer technology.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Recent responsible office experience.
- Associate degree or certificate in a related field.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to perform complex and varied clerical tasks.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Knowledge of school programs, operations, and policy.
- Ability to explain and interpret the policies of the school/District to employees, students, and the public.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Office.
- Ability to operate office machines.
- Ability to organize effectively, multitask, and work independently.
- Excellent interpersonal skills.
- Ability to maintain confidentiality.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk and hear.