

## JOB PROFILE: BUILDING SECRETARY

Reports to: Principal, Assistant Principal

**Classification:** General Secretary

**Hours/Day:** 7.5 / 5

**Days/Year:** 260

### **Purpose/Summary**

To provide clerical and secretarial support to the principal; to contribute to the smooth and efficient operation resulting in a maximum positive impact on educational environment; to act as a liaison and information conduit among the students, staff members, parents, and/or the community. To assist and support students whenever necessary. **The part-time secretary will support the building lead secretary by completing any requested duties or responsibilities listed below.**

### **Essential Duties and Responsibilities**

- Perform general office duties, including but not limited to telephone/e-mails, mailing duties, preparation/editing of correspondence/reports, scheduling, general filing, photocopying, maintain records, and monthly reports.
- Make decisions and triage incoming calls, visitors, students and staff.
- Serve as the primary contact person and liaison between the principal and students, teachers, parents, district personnel, staff, and the community.
- Organize and maintain filing systems, student databases, resources, and other related online tools and adhere to annual requirements of generating reports and submission of such.
- Monitor department budget; generate requisitions and process purchase orders and requisitions; complete invoices; serve as a liaison with vendors as needed.
- Maintain or supervise the recording of teacher attendance and reasons for absences, process the timesheets for all staff and submit to the payroll department.
- Assist in the preparation for the opening of school for staff and students.
- Coordinate the closing-of-school procedures, collecting handbooks, keys, assist in the preparation of graduation set-up communication and overall organization.
- Plan, coordinate and execute specialized projects.
- Process necessary correspondence, at the direction of supervisor, to parents and community.
- Provide support and be an available resource for staff, students, parents or community member.
- Fulfill other duties and tasks assigned by supervisor.

### **Education and/or Experience**

High School Diploma, Associates Degree preferred  
Minimum two years of experience in related field

### **Certifications, Licenses, Registrations**

Act 34/151/114/126/168 Clearances/Certifications required

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.*

### **Knowledge and Abilities**

Knowledge of K-12 Education and ability to understand, manage and organize resources to support the specific school. Knowledge of current office technology devices and applications. Ability to think critically and problem solve. Ability to organize, manage and communicate electronically. Knowledge of and ability to manage student records or a strong acumen to learn this information.

**Academic Skills** - Ability to learn the use of new technological resources and tools with minimal training. Ability to read and understand information to assimilate into daily work.

**Language Skills** – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to communicate effectively with administration, staff, parents and students.

**Math Skills** – Knowledge of arithmetic and its applications. Possess the ability to develop spreadsheets to manage and provide data for multiple purposes. Ability to use math skills to compare purchase orders and budgets.

**Technology Skills** – Demonstrate competency with up-to-date computer software, including Word processing and Excel. Ability to manage and manipulate large databases of information to generate reports. Be able to generate PowerPoint presentations.

**Reasoning Abilities** – Ability to problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of synthesized information.

**Other Skills and Abilities**

- Possess the ability to maintain high emotional energy.
- Respond to community/parent inquiries and maintain a positive and proactive response to community members.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility and adaptability to change.
- Possess patience, sound judgment, and logical reasoning.
- Concentrate with numerous interruptions.
- Understand and facilitate needs of various personality types.
- Participate willingly in workshops or seminars.
- Ability to sit for lengthy periods of time during tedious data entry tasks.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a SEDENTARY Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

**Work Environment**

The work environment will vary from an office setting to more moderate situations such as conference rooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

**Primary Work Location**

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

**Paraprofessional, I-B Secretaries - 216  
Physical and Non-Physical Demands Key**

<b>C - Continuously</b>	<b>F - Frequently</b>	<b>O - Occasionally</b>	<b>R - Rarely</b>	<b>N - Never</b>
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
<b>Standing</b>		<b>O</b>	<b>Crawling</b>	<b>N</b>
<b>Sitting</b>		<b>C</b>	<b>Bending</b>	<b>R</b>
<b>Walking</b>		<b>O</b>	<b>Twisting</b>	<b>R</b>
<b>Lifting</b>		<b>R</b>	<b>Climbing</b>	<b>R</b>
<b>Carrying</b>		<b>R</b>	<b>Balancing</b>	<b>R</b>
<b>Pushing/Pulling</b>		<b>R</b>	<b>Vision</b>	<b>C</b>
<b>Reaching</b>		<b>O</b>	<b>Hearing</b>	<b>C</b>
<b>Handling</b>		<b>R</b>	<b>Talking</b>	<b>C</b>
<b>Fine Dexterity</b>		<b>F</b>	<b>Foot Controls</b>	<b>N</b>
<b>Kneeling</b>		<b>R</b>	<b>Teamwork</b>	<b>C</b>
<b>Crouching</b>		<b>R</b>	<b>Tedious or exacting work</b>	<b>F</b>
<b>Time Pressures</b>		<b>C</b>	<b>Noisy or distracting environment</b>	<b>C</b>
<b>Emergency Situations</b>		<b>R</b>	<b>Other (Specify): Flexible work hours to accommodate building schedules and professional development</b>	<b>R</b>
<b>Frequent Change of Tasks</b>		<b>F</b>	<b>Other (Specify): Multi-building travel to work area</b>	<b>R</b>
<b>Irregular Work Schedule/Overtime</b>		<b>R</b>	<b>Other (Specify):</b>	
<b>Multi-Tasking</b>		<b>C</b>	<b>Other (Specify):</b>	

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Effective Date

1-3-18

*Aguiar, EdD*