

TITLE: SECONDARY SCHOOL SECRETARY/BOARD CLERK

- QUALIFICATIONS:**
- a. Previous secretarial experience required.
 - b. Works well under pressure and deadlines.
 - c. Knowledgeable with computers (word processing, data bases, spread sheets, student information systems, website/social media management).
 - d. High school diploma.
 - e. Self-motivated and positive demeanor.
 - f. Background in bookkeeping helpful.
 - g. Ability to maintain open and confidential communication with Board members, district staff, and the public.
 - h. Ability to maintain accurate and precise records according to district policy and Idaho law
 - f. Works well with students, community members and staff.
 - g. Excellent public relations and communication skills. Meets and works well with the public at all times.
 - h. Excellent organizational skills.
 - 1. Maintains confidentiality.

PRIMARY RESPONSIBILITY TO: Superintendent/Building Principal

JOB SUMMARY: To act in the position of clerk of the board in all respects such as attending board meetings, recording board minutes, preparing information and reports, and any other requests made by the board. To function as the lead to collect student data, prepare and submit state reports and to act as the Public Relation officer of the district. To assist the secondary principal in the efficient operation of the school so a maximum positive impact can be made on the education of secondary school students.

- MAJOR DUTIES AND RESPONSIBILITIES:**
- A. Encourage feelings of ease and confidence in students and parents; be positive when dealing with students, teachers, and parents.
 - B. Act ethically and confidentially in all aspects of employment.
 - C. Know and follow school policy and chain of command.
 - D. Type reports, staff duty rosters, correspondence, handbooks, etc., answer telephones and take messages, file, etc.
 - E. Operate the following equipment: computer, copier (s), intercom system, calculator, laminator, telephone system, scanner, etc.
 - F. Supervise students in emergency situations. Attend to ill or hurt students. Administer basic first aid and contact parents as instructed. Maintain accurate records of all accidents, forwarding copies to the district office.
 - G. Handle daily announcements.
 - H. Schedule appointments, meetings, and conferences as requested by the board and for teachers and administrators.

SECONDARY SCHOOL SECRETARY

Page 2 .

- J. Call and schedule substitute teachers and prepare their timesheets
- K. Register students, setup and maintain permanent records.
- L. Send student records as requested by schools and promptly request newly enrolled student records from other schools.
- M. Responsible for maintaining accurate teacher and student accounts (monthly reports distributions) this includes receipting, counting, and depositing all money received.
- N. Process all purchase orders and send to the district office for supplies to be ordered. Keep track of expenditures on account encumbrance sheets.
- O. Distribute and inventory supplies.
- P. Issue lockers and maintain records of the same.
- P. Maintain employee records, such as absences, and submit to the district office monthly.
- Q. Primary office/trainer for district the student management software program. Attend regular trainings to stay abreast and improve skill set.
- R. Collects, records and reports all student achievement data.
- S. Maintain district website and social media pages.
- T. Serves as the district Public Relation officer. Communicating with news outlets, preparing newsletters, and other correspondences to promote the district.
- U. Exercise such administrative authority and perform such tasks as may be delegated by the principal. Makes necessary administrative decisions in the absence of the principal.
- V. Maintain records of all fines during the school year.
- W. Order and compile all awards.
- X. Compile diploma list for graduation and see that all arrangements are taken care of -- diplomas, signatures,

correspondence, etc.

SECONDARY SCHOOL SECRETARY

Page 3 ·

- Y. Mail all transcripts to colleges and universities and in providing verifications for jobs and social security.
- Z. Keeps immediate supervisor informed of activities and problems.
- AA. Attend faculty meetings and take/distribute minutes from meetings.
- BB. Enter student demographics in permanent files and electronic student information system.
- CC. Record student attendance/enrollment daily and report such to the Principal or Counselor as needed.
- DD. Supervises the collection of attendance reports from the classrooms. Confers with parents on daily absences and contact parents according to adopted procedures and policy.
- EE. Keeps track of tardies on a daily basis. Consults with students on tardiness, reminding them of proper penalties when necessary.
- FF. Provides attendance information to the Counselor, Principal, and district office.
- GG. Maintains and logs all referrals, counseling, and actions taken.
- HH. Prepare all detention lists and proved to detention supervisor.
- II. Refers to the Principal those cases of chronic absenteeism, tardiness, or truancy.
- JJ. Distribute free and reduced lunch applications. Collect applications and verify information.
- KK. Perform other duties as assigned.

EVALUATION: Performance of this position will be evaluated annually by the building Principal in conformance with district policy.

TERMS OF

EMPLOYMENT: This position shall be considered in all respects “employment at-will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.