

Granite Falls School District
Position Description
SECRETARY
(ASB/Athletics)

GENERAL SUMMARY

The responsibilities of this position is to coordinate activities of a school office and serve as secretary to the school principal or other administrator, including promoting positive public relations, providing a wide variety of services to students, staff and the public, and maintaining a wide variety of records.

SPECIALIZED FUNCTIONS

1. ASB/Athletics
 - a. Purchase Orders
 - b. Prepare ASB Invoices for payment
 - c. Prepare yearly budget
 - d. Monitor Expenditures
 - e. Prepare bank deposits
 - f. Monthly Transmittals
 - g. Track all income/expenses
 - h. Assist with ASB elections
 - i. Order ASB supplies
 - j. Prepare/reconcile cash boxes
 - k. Maintain database/payments for field trips, yearbook, etc
 - l. Order buses for ASB events
 - m. Registration for ASB events

2. Athletics
 - a. Set event schedules
 - b. Monitor/set league schedules
 - c. Clear athletes/maintain spreadsheets
 - d. Grade check athletes
 - e. Order equipment
 - f. Prepare certificates season end
 - g. Secure officials
 - h. Secure transportation
 - i. Process/maintain athletic files
 - j. Service contract with coaches
 - k. Prepare maintain first aid kits
 - l. Charge/receive sports fees

3. Other Duties
 - a. Secure classified subs
 - b. Sub online for certificated
 - c. Prepare/Organize absence reports
 - d. Collect/prepare timesheets, absence reports for payroll
 - e. Suspension letters
 - f. Discipline entry/notification
 - g. General fund purchase orders
 - h. Assist principal with board reports
 - i. Machine Maintenance
 - j. Building Orders
 - k. Open office – morning
 - l. Locker assignment
 - m. Maintain sub calendar
 - n. Staff email
 - o. Staff weekly bulletin
 - p. Daily student announcement
 - q. General fund/deposits/banking
 - r. Controller – key box, building keys

TYPICAL FUNCTIONS

To effectively perform the essential functions of any position with the District, regular attendance is required and expected.

Depending upon the individual assignment, the Building Secretary performs all or a combination of several of the following duties:

1. Coordinate the operation of the office; greet students, parents, staff and the public; answer a wide variety of telephone and in-person inquiries; provide a variety of information on procedures, events and schedules; promote positive public relations for the District/school.
2. Maintain a variety of detailed program and school records, such as budgets, student counts, enrollment, registration, attendance, vocational, athletics, timesheets, and other administrative records for revenue tracking/generation and legal compliance; compile data and perform calculations; prepare a variety of reports; maintain student records/transcripts.
3. May prepare and process requisitions and purchase orders for the school and Associated Student Body (ASB) program; order supplies, materials and equipment; process, stock and distribute materials; maintain accounting books; track expenditures and prepare reports; process invoices and payment orders; perform bookkeeping and revenue collection/deposits for ASB and general fund and/or athletics (including banking).
4. Serve as secretary; compose, format and type a wide variety of correspondence, memoranda, newsletters, bulletins, manuals, forms, reports, meeting minutes, records and other materials; may take and transcribe dictation; duplicate and distribute materials; screen calls; maintain appointment calendar; schedule meetings; open and route mail.
5. Maintain and report payroll records for building staff; call for classified substitutes as needed; orient substitutes assigned to building.
6. Perform a variety of specialized functions, which may include: enrolling and withdrawing students, maintaining student attendance records and contacting parents, coordinating and preparing for special events and programs, taking and maintaining inventory and other administrative support assignments; ensuring maintenance of office equipment; receiving and distributing messages for students/bus passes/classroom mail; coordinating college and scholarship announcements and application deadlines.
7. Develop written procedures for functions for staff such as attendance, reporting systems, sibling synchronization for conferences, etc.
8. May coordinate the work of student assistants and volunteers assigned to the office; provide training and guidance; assign and review work.
9. Track a variety of deadlines to ensure timely completion and filing of a variety of reports and responses.
10. May provide first aid to ill and injured students; assesses need for emergency or parental contact.
11. Provide secretarial assistance to other administrators, teachers, specialists and parent volunteers as time permits.
12. Provide a variety of building and program services to create a positive environment.
13. May supervise students in the office, monitor behavior, listen to student confidences, and/or refer problems to administrators, counselors, teachers or specialists as appropriate.
14. Serve as member of instructional support team of the District; perform related duties consistent with the scope and intent of the position.

REPORTING RELATIONSHIPS

Reports to building principal/administrator.

MENTAL DEMANDS

Requires proficiency, diplomacy, discretion, and effective oral/written communication skills in the form of student/public relations and conflict/problem resolution; requires good listening skills; requires dealing effectively and appropriately with public and staff including distraught or angry parents and students both in person and by telephone; requires considerable concentration and quick return-to-work abilities because of frequent interruptions; requires adaptability and flexibility to different student, staff, parent, and community learning/working styles and abilities to promote effective relationships; requires effective on-the-spot decision-making and problem-solving skills; requires performing under stress when confronted with emergency, critical and unusual situations, and day-to-day deadlines; stress and/or tension is an occasional part of the job; requires ability to establish and complete objectives; requires substantial self-discipline in behavior and attitude; requires modeling effective and appropriate behavior at all times; frequently requires working with distraught, angry or hostile individuals; requires efficient, adept organization and time management skills; requires working independently with minimal supervision; requires working as a team member with office staff; requires establishment of priorities and frequently re-channeling efforts to meet deadlines for projects and reports; requires performance of detailed work in reference to preparation and computation of data, and analysis of information both verbally and in written form; requires a high level of proficiency in reading, writing, and average ability in mathematics; requires understanding of a variety of laws and regulations governing Washington State schools furnished in written, oral, diagram, or schedule form; requires maintenance of strict confidentiality

and display loyalty and integrity to employer; requires high degree of proficiency in English usage including grammar and spelling; requires high degree of proficiency in secretarial skills including composition and formatting of correspondence, setting up and maintaining accurate files and records, taking and transcribing dictation, operation of a variety of office machines, accurate keyboarding with speed, and proper telephone etiquette; requires understanding and proficiency in operation of personal computer and software programs.

PHYSICAL DEMANDS

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; accurate keyboarding skills of 50 wpm or better; sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighing up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; good visual and hearing ability; requires operation of office equipment and computer; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may be exposed to infectious diseases carried by students; may be exposure to bodily fluids in the health room and required to wear gloves as necessary; may require restraining out-of-control students.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or equivalent and three years of increasingly responsible office experience, including records maintenance, bookkeeping and customer service. Advanced training in secretarial procedures may substitute for up to two years of the required experience on a year-for-year basis. Experience dealing with school-aged children preferred.

Licenses/Special Requirements

Fingerprinting required (satisfactory background clearance results); depending on assignment, current first aid and CPR certification and annual HIV training.

CONDITIONS

The preceding list of essential functions is not exhaustive and maybe supplemented as necessary.