

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. General bookkeeping and accounting: Receipt of all monies coming into high school, daily deposits and balances, and log in ledger; daily count of student store money; monthly revenues for ASB & General accounts, check expenditures and voucher reports to ledger, add in investment earnings, after payment orders are ready log into ASB ledger; process paperwork for refunds as needed.
- b. Responsible for ensuring all paperwork and signatures for ASB fundraisers have been collected
- c. Issues student and staff parking passes
- d. Responsible for selling dance tickets; collecting money, issuing receipt, and maintaining list of tickets sold for dance entry.
- e. Manages in-district facilities use for high school and high school fields.
- f. Fines – Enter fines into Skyward, mail letters to students/parents, process fine payments, and remove fines when paid.
- g. Responsible for counting money from each classroom and tracking of total for Food Drive.
- h. Manage money for concessions for home games and count deposit when returned.
- i. Responsible for preparation of cash boxes (one or two) for gates at sporting events (football, volleyball, basketball, and wrestling); includes money, tickets, suspension lists, and count and deposit next day.
- j. Responsible for updates to Athletics page on district website.
- k. Contact for picture company for school pictures.
- l. Assist in planning for graduation as well as assisting in graduation day activities.
- m. Saul Haas contact for building – students who are in need of funds for ASB or other fees.
- n. Sports Registration:
  - i. Collect forms and fees, check fines and grades, ensure all forms are complete and physicals are on file.
  - ii. Use Rank One to check and see who is done and make roster lists, update students in Rank One. Enter lists in Skyward to run daily attendance for coaches, run eligibility reports each grading period, send letters to ineligible students.
- o. Send coaches end-of-season procedures, print certificates, get letters ready for students who letter, complete WIAA calculations for certificates and awards, reserve facilities, set up transportation for away games, check and make sure officials know game schedule, get information to students who need “student insurance” through school.
- p. Alumni Hall of Fame items for game including program and plaques, deliver to and pick up plaques at Marysville Awards.

**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 exposed 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.