

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

SECRETARY, SCHOOL

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years related progressively responsible experience and / or training.
- (3) May substitute an equivalent combination of education and experience for above requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Extensive knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, parents, school personnel and the public. Ability to efficiently and effectively manage multiple tasks in stressed situations.

REPORTS TO:

Principal

JOB GOAL

To assure the smooth and efficient operation of the school office so there will be a maximum positive impact on the education of the students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Enroll and withdraw students as required and assist with all aspects of the enrollment / withdrawal process.
- * (2) Input free and reduced lunch information and process the information as required.
- * (3) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- * (4) Maintain school records as required.
- * (5) Receive and route incoming calls.
- * (6) Handle office communications.
- * (7) Prepare and type a variety of records, reports, newsletters, bulletins and programs.
- (8) Notarize forms for students, parents, and staff as needed.
- * (9) Maintain emergency information on students and staff as required.
- * (10) Use positive, effective interpersonal communication skills.
- (11) Responsible, at the direction of the Principal, for calling teacher substitutes.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (13) Ability to work in a constant state of alertness and safe manner.

SECRETARY, SCHOOL (Continued)

PHYSICAL REQUIREMENTS:

Light Work: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6
Group 4 of the ESP Salary Schedule
DOE Job Code 73091

Revised Board Approval 04/11/2017