

Position Title Middle School Secretary Band/Grade B-2-2-5

Immediate Supervisor Principal

 Supervisor | Employee

 *Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

Job Summary (Basic Purpose of Position)
 To actively support the principal and middle school staff with an office that runs as smoothly and efficiently as possible.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
1.01 Receptionist-Principal and Assistant Principal	A-1	D		Have understanding of staff and operation of Middle School	1.01 Visitors to the Principal's office are greeted cheerfully & assisted appropriately.
1.02 Type for Principals	A-1	D		Ability to cope with various problems and personalities	1.02 All typing is finished on time with minimum of errors
1.03 Sort and prepare outgoing mail	A-1	D			1.03 Mail & outgoing mail is sorted and prepared on time.
1.04 Organize, type and Xerox daily bulletin for staff & students	A-1	D		Utilize time efficiently	1.04 The daily bulletin is in staff mailboxes before the start of the school day.
1.05 Prepare and mail student records	A-1	W		Know how to type and operate all office machines	1.05 Student records are prepared and mailed on time.
1.06 Prepare and type letters, memos, reports and correspondence for principals and faculty	A-1	D			1.06 Letters, memos, reports and correspondence are typed & prepared as directed.
1.07 Prepare schedules for daily substitute teachers	A-1	D		Command strong background in grammar, spelling, punctuation	1.07 Daily substitute teacher schedules are prepared on time.
1.08 Answer phones and direct calls or messages to appropriate persons	A-1	D		Know office procedures	1.08 Direct telephone calls & office telephone calls are directed to the appropriate person.
1.09 Greet parents, visitors, staff, students, salespersons. Determine appropriate referrals	A-1	D		Perform under stress and constant interruptions	1.09 All visitors are greeted and referred appropriately.
1.10 Assist in general office routine and work	A-1	D		Oral and written communicative abilities	1.10 Assistance has been provided for general and routine office work.
1.11 Assist in attendance office work	A-1	D			1.11 Assistance has been provided for attendance office work.
1.12 Type report cards: one per student/per class	A-1	D			1.12 Report cards for all students have been typed.
1.13 Filing all data and records for future reference	A-1	D			1.13 Data & records have been filed.

PARTICULAR ROUTINE DUTIES List Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES what you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
2.01 Collect, assemble & mail final report cards	A-1	Y		Know mailing procedures-daily as well as bulk mailers	2.01 Report cards have been collected assembled & mailed.
2.02 Type, copy & mail mid-term deficiency reports to parents	A-1	Q		Familiarity with basic bookkeeping skills	2.02 Mid-term deficiencies have been typed, copied & mailed to parents.
2.03 Count, record & deposit money from yearbooks	A-1	Y			2.03 Yearbook money has been counted, recorded & deposited.
2.04 Count, record & deposit money from faculty pop fund	A-1	M		Cognizant of time frames of different office that depend upon materials from our office	2.04 Faculty pop fund money has been counted, recorded & deposited.
2.05 Collect, record & deposit activity fees	A-1	W			2.05 Activity fees have been collected, recorded & deposited.
2.06 Assemble school opening packets for faculty	A-1	Y			2.06 Faculty packets have been assembled for school opening.
2.07 Assemble & mail school opening information to students	A-1	Y			2.07 School opening information has been mailed to parents & students.
2.08 Collect data & prepare federal, state & district reports	B-2	Q			2.08 Data has been collected & reports have been reported.
2.09 Update & record all student data for computer and other in-district offices	A-1	W			2.09 Student data has been updated & recorded for computer & other in-district offices.
2.10 Maintain student enrollment counts for district office	A-1	M			2.10 Student enrollment counts are maintained for district office.
2.11 Maintain student locker records	A-1	M			2.11 Student locker records are maintained.
2.12 Update & maintain student permanent record cards	A-1	Q			2.12 Student permanent record cards are maintained and updated.
2.13 Upgrade all student records & files	A-1	Y			2.13 All student records and files are upgraded.
2.14 Prepare Faculty-Staff Absence Report	A-1	M			2.14 Faculty-Staff Absence Reports are prepared.
2.15 Maintain & distribute forms, requisitions for staff use	A-1	D			2.15 Requisitions for staff use are maintained and distributed.

POPULAR ROUTINE DUTIES List Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
2.16 Prepare bookkeeping report for district office 2.17 Cross-check attendance report for computer 2.18 Maintain, report & code all student entries	A-1 A-1 A-1	M Q W			2.16 The bookkeeping report for the district office has been prepared. 2.17 The attendance report for the computer has been cross-checked. 2.18 All student entries have been maintained, reported and coded.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
3.01 Work at Open House 3.02 Maintain information and time sheets for substitute teachers and aides 3.03 Assemble, type, Xerox & staple 1100 copies of Student Handbook 3.04 Assemble, type, Xerox & staple 200 copies of Faculty Manual 3.05 Type, Xerox & distribute class lists for each class to each faculty member 3.06 Assign mailboxes for faculty & staff	A-1 A-1 A-1 A-1 A-1 A-1	2/Y D Y Y Q Y		Good communications abilities and skills Know how to regulate time efficiently Ability to work independently Skills necessary to use and operate all office machines	3.01 Work at the two Open Houses has been completed. 3.02 Substitute teacher information and time sheets have been maintained. 3.03 1100 Student Handbooks have been typed, assembled & stapled. 3.04 200 Faculty Manuals have been typed, Xeroxed, assembled & stapled. 3.05 Class lists for each class have been typed, Xeroxed and distributed to each faculty member. 3.06 Mailboxes have been assigned for faculty and staff.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
4.01 Supervise office procedures 4.02 Supervise office personnel 4.03 Familiarize OJT trainee with office procedures and duties 4.04 Supervise and organize daily work of trainee	A-1 A-1 A-1 A-1	D D D D		Know office procedures Know specific function of various office employees Be aware of necessary work Communicating skills-necessary to work well with other employees	4.01 Office procedures have been supervised. 4.02 Office personnel have been supervised. 4.03 OJT trainee has been familiar---- zed with office procedures and duties. 4.04 The daily work of the OJT trainee students have been organized and supervised daily.

REGULAR ROUTINE DUTIES List Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
5.01 Answer telephones (5 lines) 5.02 Complete attendance verification for Welfare Office 5.03 Provide student data to various public agencies 5.04 Arrange appointments for various staff and faculty	A-1 A-1 A-1 A-1	D W D D		Telephone etiquette Communications skills	5.01 Telephones are answered. 5.02 Attendance verification for the Welfare Office has been completed. 5.03 Appropriate student data has been supplied to public agencies. 5.04 Appointments are arranged for various staff and faculty.

REGULAR ROUTINE DUTIES List Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
6.01 Distribute supplies 6.02 Inventory storeroom supplies 6.03 Prepare supply orders 6.04 Maintain storeroom organization	A-1 A-1 A-1 A-1	W Y M M		Be familiar with stock supplies and needs of faculty Anticipate future needs and order accordingly	6.01 Supplies are distributed 6.02 Storeroom supplies are inventoried. 6.03 Supply orders are prepared 6.04 Organization of the storeroom is maintained.