

Position Title MIDDLE SCHOOL SECRETARY Band/Grade A-1

Immediate Supervisor Middle School 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)

The basic purpose of my position is being of service to the Middle School students, parents and staff and doing my part to ensure the smooth and efficient day-to-day operation of the school.

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 Daily maintenance of Xerox	A1	D		1.01 General knowledge of the Xerox machine	Evidence Exists That:
1.02 Type materials	A1	D		1.02 Typing, spelling, grammar	1.01 copying machine is functioning properly at all times.
1.03 Xerox Materials	A1	D		1.03 Operation of Xerox.	1.02 materials are typed accurately and completed on time.
1.04 Stock paper and supplies	A1			1.04 Knowledge of supplies on hand	1.03 Materials are duplicated accurately and completed within requested time.
1.05 Distribute materials from school supplies to faculty as needed throughout the year	A1	D		1.05 Where to find supplies needed	1.04 adequate supplies are available for typing and duplicating.
1.06 Keep stock room in order	A1	D			1.05 supplies are available to school personnel. 1.06 inventory is up-to-date and materials are available.

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2.01 /Answer phones, relay messages for students, faculty & staff	A1	D		2.01 Knowledge of school routines and schedules, basic receptionists duties	EVIDENCE EXISTS THAT
2.02 Help students with problems, lockers, etc.	A1	D			2.01 communication with parents-staff and students are completed efficiently and courteously.
2.03 Write admits, permits, tardies etc.	A1	D			2.02 students are assisted in a courteous and efficient manner.
2.04 Collect homework from teachers from teachers for absent students.	A1	D			2.03 Services are performed in a courteous and efficient and accurately.
2.05 assists parents and visitors	A1	D			2.04 Necessary home work for absent students is collected and available to parents at the time requested.
					2.05 Service is performed efficiently.

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<p>3.01 Sell tickets to students and record daily sales</p> <p>3.02 Record and distribute lunch tickets to students on the free lunch program</p> <p>3.03 Use any extra time in lunch periods to supervise students and collect lunch charges</p>	<p>A1</p> <p>A1</p> <p>A1</p>	<p>D</p> <p>D</p> <p>D</p>		<p>3.01 Basic addition and subtraction and making change.</p> <p>3.02 Knowledge of students who receive free lunch.</p>	<p>EVIDENCE EXIST</p> <p>3.01 of daily sales of lunch tickets to students.</p> <p>3.02 of distribution of free lunch program to a qualifying student</p> <p>3.03 that lunch is organized</p>

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4.01 filing 4.02 Mail distribution 4.03 Count and deposit money from school fund raisers 4.04 Fill in for other office workers in their absence 4.05 Receipt student activity fees 4.06 Perform other duties as assigned by supervisor	A1 A1 A1 A1 A1 A1	D D A D D D		4.01 Know the daily routine of the school and the duties of other office workers	EVIDENCE EXISTS 4.01 that all filing tasks are finished at the end of the day. 4.02 that mail is distributed to appropriate persons quickly and efficiently. 4.03 that all monies are accurately counted and deposited. 4.04 that the assigned task by the supervisor is completed to the satisfaction of the supervisor. 4.05 that all fees are accurately recorded and deposited. 4.06 that all tasks assigned are completed to the satisfaction of the immediate supervisor.