

PLATTE COUNTY SCHOOL DISTRICT #1

JOB DESCRIPTION

JOB TITLE: High School Secretary

REPORTS TO: WHS Principals

NATURE AND SCOPE OF THE JOB:

To organize and assist in the day-to-day operation of a school's office and the school in general. To assist student, parents, and staff while promoting an atmosphere that is conducive to the effective operation of the high school.

JOB FUNCTIONS:

ESSENTIAL FUNCTIONS:

- ** Hires substitute teachers as needed and does the paperwork involved.
 - ** Sees that all classified employees have time sheets, collects them each month, and verifies their hours.
 - ** Types/updates all handbooks used the WHS (student/parent, course description, teacher, activities) on a yearly basis.
 - ** Writes club/class purchase orders and follows their progress through payment at the business office.
 - ** Works with club and class treasurers for accurate accounting of monies throughout the school year.
 - ** Organizes (with senior class officers and sponsors) graduation activities.
 - ** Organizes cap and gown/announcement and diploma ordering dates and distribution of such.
 - ** Coordinates (with the office aides) the ordering and filling of vending machines in the commons area.
 - ** Coordinates the ordering of supplies for the high school.
 - ** Handles, in a courteous manner, answering the telephone and greeting visitors daily.
 - ** Records and delivers messages and makes announcements as requested by individuals and staff on a daily basis.
 - ** Maintains confidentiality of all information concerning students, staff or parent/guardian in any public setting and chooses the appropriate time, place, and supervisor to discuss problems.
 - ** Prepares transcripts for present and past students.
 - ** Responds to or directs all mail addressed Wheatland High School.
 - ** Helps the attendance clerk in writing student Admit Slips and Permits to Leave the Building on a daily basis.
 - ** Assists in the preparation of withdrawal/drop forms of students leaving school.
- High School Secretary

- ** Prepares and mails complete files (including health records) for students transferring to another school.
- ** Uses positive verbal and non-verbal communication and interaction skills when working with students, parent/guardian, and all district personnel at all times.
- ** Helps train and coordinate student workers.
- ** Prepares, types, and/or composes the principals' correspondence on a daily or weekly basis.
- ** Prepares, types and/or composes the WHS web site.
- ** Prepares for publication the honor roll on a quarterly basis.
- ** Prepares and distributes the academic honor roll awards and letters on a semester basis.
- ** Makes sure all forms needed at WHS are in place at the beginning of the school year and continually keeps those in supply.
- ** Coordinates the picture-taking activities at WHS.
- ** Prints and keeps track of those students who owe fines to WHS.
- ** Prepares the requisitions for office supplies on a yearly basis.
- ** Organizes locker assignments for all students.
- ** Prepares and types the activity calendar for the school year which includes the A/B schedules, athletic and other events, and holidays.
- ** Prepares student rolodex/directory for the office, principals, and counselors.

Athletic Director Secretary Duties:

- ** Prepares, types, and/or composes programs for the athletic activities held at WHS.
- ** Prepares vouchers for referees and workers for athletic activities held at WHS.
- ** Coordinates (with the activity director) the annual WHS Invitational Track Meet.
- ** Coordinates (with the activity director) any regional athletic tournaments held at WHS.
- ** Helps organize the insurance and physical forms required for athletic and club or class activities.
- ** Helps prepare athletic contracts (with the activity director) on a yearly basis.

Summer Jobs:

- ** Checks in supplies when delivered from the district warehouse and causes items received to be delivered to appropriate location or individual.
- ** Distributes, sorts, and organizes the mail on a weekly basis.
- ** Prepares transcripts for graduating seniors and colleges.
- ** Prepares cumulative files of graduating seniors for storage and archives.

High School Secretary

- ** Collects and begins to file records for incoming freshmen.
- ** Collects end-of-the-year fines by mail or in person and distributes report cards.

OTHER FUNCTIONS:

- ** Prepares, types, collates, staples, alphabetizes, and/or files materials to ensure efficient operation of the office and school as needed.
- ** Assists in the day-to-day operation of a school on a daily basis.
- ** Maintains the office in a clean and orderly manner on a daily basis.
- ** Performs other duties as assigned.
- ** Alerts the school nurse as needed for sick or injured students.
- ** Seeks appropriate additional tasks when assigned work is completed.
- ** Conducts oneself in a business-like and task-oriented manner. Presents a professional appearance and attitude.
- ** Follows district policies and procedures.
- ** Supports the philosophies of Platte County School District #1.

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- ** Knowledge of word processing software such as Word Perfect.
- ** Ability to follow and successfully complete both written and oral directions.
- ** Ability to think clearly.
- ** Ability to work with people of various personality types.
- ** Proficient in the use of computers and office machines.
- ** Knowledge of filing, record-keeping, and correspondence.
- ** Knowledge of letter format.
- ** Memory ability to comprehend all aspects of the job.
- ** Ability to concentrate on a task with numerous interruptions.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

- ** High School education or equivalent (some college training desirable).
- ** Typing 35+ WPM desirable.
- ** Computer experience essential.
- ** Business background desirable.
- ** Office background desirable.

High School Secretary

EQUIPMENT USED:

Computer
Telephone
Intercom

Typewriter
Fax Machine

Copy Machine
Adding Machine

PHYSICAL DEMANDS:

- ** Is able to stand, walk, and sit for long periods without fatigue or discomfort.
- ** Is able to lift up to 30 pounds and move it 25 feet.
- ** Is able to push up to 200 pounds up to 30 feet.
- ** Is able to pull up to 100 pounds up to 50 feet.
- ** Is able to carry 25 pounds up to 100 feet.
- ** Is able to stoop, kneel, crouch, reach, handle, finger, talk, hear, and see.

ENVIRONMENTAL DEMANDS:

- ** Is able to work indoors most of the time with some exposure to typical Wyoming weather.
- ** Is able to work in areas with fluorescent lighting.
- ** Is able to work in both air-conditioned and non-air-conditioned environments.
- ** May be occupationally exposed to blood-borne pathogens and other potentially infectious materials based on task and procedures required.

EVALUATION:

- **Performance of this job will be evaluated in accordance with provisions of the Board's policies on Evaluation of Personnel.

REVIEWED AND APPROVED BY:

Faculty Member _____

Principal _____

Superintendent _____