

Job Title: Administrative Secretary**Exemption Status/Test:** Nonexempt**Reports to:** Principal**Dept./School:** Middle/High School**Primary Purpose:**

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff. Maintain accurate attendance records for the campus. Under close supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

Qualifications:**Education/Certification:**

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to maintain accurate and auditable records

Knowledge of basic accounting principles

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often changing assignment on short notice

Effective organizational, communication, and interpersonal skills

Ability to meet established deadlines

Experience:

3-year secretarial experience

3-year data entry experience

Major Responsibilities and Duties:**Records, Reports, and Correspondence**

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare instructional materials as requested.
2. Maintain a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.
3. Maintain school calendar of events.
4. Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures.



5. Assist parents, students, and faculty with questions regarding student attendance.
6. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.
7. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.

Reception and Phones

8. Receive incoming calls, take reliable messages, and route to appropriate staff.
9. Assist students, teachers, and parents as needed.
10. Schedule meetings and appointments and maintain calendar for principal.

Accounting and Inventory

11. Prepare and make cash deposits for activity account(s). Write checks to pay bills for activity account(s). Send deposit slips, receipts, and paid bills to business office.
12. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
13. Maintain inventory of fixed assets, equipment, and supplies.

Other

14. Assist with planning, preparation, and setup of faculty meetings and campus activities.
15. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
16. Maintain confidentiality.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress



[Apply Now](#)

