

JOB DESCRIPTION

Fayetteville City School System

SCHOOL SECRETARY

Purpose Statement

The job of School Secretary was established for the purpose/s of providing administrative and secretarial support to assigned school site administrators; ensuring accurate attendance accounting; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to the School Principal.

Essential Functions

- Compiles data from a variety of sources (e.g. work orders, specialized reports, personnel records, etc.) for the purpose of complying with legal and/or administrative requirements.
- Coordinates a variety of projects and/or program components (e.g. meetings, in-service events, kindergarten registration, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic documents, files and records (e.g. student attendance, teacher handbooks, emergency information, facility use, timesheets, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Notifies parents and/or guardians of student absences for the purpose of meeting district administrative requirements and mandated guidelines.
- Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and truanancies.
- Oversees office volunteers for the purpose of guiding and monitoring assignments while ensuring that departmental assigned objectives are achieved.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a variety of documents (e.g. standardized/special reports, letters to parents, passes for students, correspondence, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. report discrepancies, status changes, absence verifications, substitute requests, student enrollments and withdrawals, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Researches a variety of topics (e.g. discrepancies of attendance information and/or documentation, current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to question from a variety of individuals (e.g. staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective communication, operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office equipment/software; and English grammar, punctuation, and spelling.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: flexibility; establishing and maintaining effective working relationships; meeting deadlines and schedules; working with frequent interruptions; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. This job is performed in a generally hazard free environment.

Experience: Job related experience is required

Clearances: Criminal Justice Fingerprint/Background Clearance

Education: High School diploma or equivalent

Required Testing: Pre-employment Proficiency Test