

L'Anse Area Schools

Jr/Sr High School Secretary

Job Description

JOB GOAL: To facilitate the efficient operation of the Jr/Sr High School office and ensure a positive impression of the district. To perform secretarial and clerical duties of a highly confidential nature for the Jr/Sr High School Principal as directed in a smooth and efficient manner so that the office's maximum positive impact on the education of children can be realized and the maximum public relations is ensured.

I. Qualifications

- A. High School Diploma and two years of college or equivalent job experience.
- B. Data Entry and accounting experience.
- C. Experience with computers and various software programs.

II. Status: Full-time when school is in session & reduced hours during summer vacation

III. Compensation and Benefits: Compensation commensurate upon experience (year 1 = \$12.06 to year 5 = \$15.07). Single subscriber medical, dental, vision & life insurance.

IV. Performance Responsibilities

- A. Perform the duties of receptionist for the principal by greeting each student, teacher, administrator, staff member and the general public in a pleasant & welcoming manner.
- B. Set up and maintain student files and record systems. Maintain the confidentiality of all communications, accounting records and materials which are part of the business of Jr/Sr High School office.
- C. Enroll all new students and collect all required documentation and withdraw dropped students.
- D. Word process or keyboard the majority of the Jr/Sr High School office correspondence and distribute appropriately.
 - 1. Letters and correspondence
 - 2. Prepare Daily announcements
 - 3. State Reports via computer entry
 - 4. Prepare & place all purchase orders for Jr/Sr High School office
 - 5. Other communication
- E. Perform related duties such as editing, proof reading, sorting, assembling and distributing materials; requesting supplies and services, and operating office equipment including calculators, computers, typewriters, copy machines, telephone equipment, postage machine, fax machine and any other office equipment

- F. Print progress reports, report cards and attendance reports from Skyward
- G. Perform accounting functions for the Jr/Sr High School building accounts
- H. Maintains Skyward by updating lunch accounts, student records, student attendance & all disciplinary referrals
- I. Fill out report of injury forms and/or give instructions to others
- J. Mail lunch account statements
- K. Perform the regular office routines and practices associated with a busy productive and smoothly-run office facility
- L. Receive and distribute incoming correspondence and other mail
- M. Prepare the outgoing mail
- N. Answer telephone and transfer/refer calls to appropriate individuals within the school district
- O. Maintain the office supply inventory
- P. Prepare monthly financial statement for Board of Education meetings
- Q. Gather and enter information via computer to the State of Michigan – *Pupil Accounting*
- R. Update/Maintain employee directories & sub lists
- S. Arrange all daily substitutes for teachers & aides
- T. Maintain the building calendar
- U. Maintain Jr/Sr High School office filing system
- V. Assist with preparation for High School graduation
- W. Perform other office-related duties as assigned by the Jr/Sr High School principal
- X. Use Quick Books for student activity accounts
- Y. Maintenance of student files in the high school office
- Z. Assist the Athletic Director with programs for athletic events.
- AA. Regular and reliable attendance is required.

Last updated 10/29/2018