

SCHOOL DISTRICT OF BAYFIELD
MIDDLE SCHOOL & HIGH SCHOOL SECRETARY
(POSITION DESCRIPTION)

QUALIFICATIONS: High school diploma supplemented by advanced secretarial/office certification

1. Working knowledge of computers and computer software with the ability to operate and manage computer systems and other technology.
2. Ability to maintain accurate and complete records.
3. Ability to follow written and oral instructions with carry through as directed.
4. Ability to draft correspondence.
5. Ability to establish and maintain effective and positive working relationships with the students, parents, staff, the public and administration.
6. Ability to maintain confidentiality of information.
7. Ability to be self-motivated, flexible and reliable.
8. Ability to meet deadlines.
9. Ability to word process 60 wpm.

CONTRACT: 206 days or more if needed

REPORTS TO: 6-12 Principal

PERFORMANCE

- RESPONSIBILITIES:
1. Cordially greet and assist students, staff and the public serving as the building receptionist.
 2. Manage student records including attendance, discipline, cumulative folders, and grade reporting in accordance with federal/state guidelines.
 3. Distribute report cards.
 4. Perform clerical duties including filing and records searching.
 5. Accurately and confidentially draft and/or prepare correspondence.
 6. Process truancy and disciplinary notices.
 7. Assist the Principal with budgeting and purchasing to ensure supplies are on hand.
 8. Compile dates of activities and maintain the middle school/high school calendars.
 9. Prepare and distribute daily bulletins to parents and staff.
 10. Secure substitutes for absence teachers and support staff.
 11. Maintain accurate daily student attendance and call parents/guardians for student absences daily.
 12. Monitor traffic entering Principal's Office including students, teachers, and parents.

13. Publicly support the Principal's decisions with students, parents, staff, and community.
14. Maintain permanent school file for 6-12 grade students.
15. Prepare student enrollment reports and assist the Finance Manager with DPI enrollment reporting.
16. Monitor students in school suspension cubicles.
17. Develop and maintain middle school and high school athletic/activity ineligible list weekly.
18. Assist the Principal with middle and high school schedules.
19. Assist with state and federal reports.
20. Prepare School Performance Report.
21. Monitor daily student absences and report absence reasons to nurse.
22. Assist principal with 8th grade graduation, high school graduation, and the Academic and Scholarship Awards ceremonies.
23. Ensure school safety for staff and students by monitoring visitors entering the building through locked entrance and registering guests in office.
24. Assist with record incoming/outgoing student transfers for middle school/high school students.
25. Perform other duties as assigned by the Principal or Superintendent.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

EVALUATION: Performance of this job will be evaluated by the Principal.

APPROVED: May 17, 1999

REVISED: July 14, 2003

REVISED: July 26, 2010