

Building Secretary

Job Titles: Building Secretary (High School)

Department: Clerical

Reports to: Building Principal

Classification: Nonexempt

Qualifications: High School Graduate

Skills and Abilities

An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals.

Write simple and complex reports and correspondence.

Speak with members of the public, students, and other staff members.

Have strong computer skills including word processing, and working with spreadsheets and databases, and have the ability to learn new systems and software.

Safeguard confidential information.

Work closely with a variety of staff members and the public and possess strong interpersonal skills.

Job Goal: To assure the smooth and efficient operation of the school office, provide clerical support to the building staff, and maintain school records.

Essential Duties and Responsibilities

- Receive and route all telephone calls and record messages.
- Oversee the admittance of school visitors.
- Find substitute teachers and maintain absentee records for the staff.
- Assist and orient substitute teachers.
- Maintain student attendance records, including check-in and check-out.
- Maintain permanent school records and files and send transcripts upon request.
- Make contact with parents of students that are not in attendance and have not been called in by a parent/guardian.
- Maintain enrollment and withdrawal records.
- Maintain the inventory of supplies in the office.
- Provide coverage of breakfast and lunch point of sale when needed.
- Enter lunch monies in the SIS and make deposits in absence of Superintendent Secretary.
- Operate and repair office equipment.
- Assist the school nurse with distribution of medications when necessary.
- Prepare and distribute a daily bulletin.
- Print and distribute grade cards, honor roll, and ineligible lists.
- Serve as SIS Coordinator for the district.
- Maintain SIS permissions for the faculty.

- Upload school pictures and test scores (MAP, ASVAB, and EOC) into SIS.
- Obtain MOSIS ID numbers for all students.
- Prepare and submit accurate district reports through MOSIS to DESE.
- Train new staff in SIS and provide additional training or updates for the SIS program to the faculty.
- Troubleshoot problems with SIS for the faculty and staff, escalate unresolved problems to TylerSISHelp.
- Maintain the attendance and tardy step system in SIS, mailing letters to parents, and setting up detention and ISS when necessary.
- Provide F lists to the counselor and principal for their review.
- Make programs for sporting events and graduation programs.
- Update and maintain the SCHOOLREACH parent contact system with accurate contact information.
- Prepare all registration paperwork for parents/guardians to complete. Update all information into SIS.
- Prepare School Handbooks for yearly distribution.
- Coordinate Picture Days.
- Other duties as assigned by administration.

Supervisory Duties

Supervise students who are sent to the office for disciplinary reasons.

Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, reach, and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.

The physical demands, work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Board Approved Feb. 12, 2015

