

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

SECRETARY – SECRETARY I

JOB SUMMARY

The responsibilities of this position are to coordinate activities of a school office and serve as secretary to the school principal or other administrator, including promoting positive public relations, providing a wide variety of services to students, staff and the public, and maintaining a wide variety of records.

Employees may be transferred or reassigned to other Secretary – Secretary I positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Secretaries classification.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduation or equivalent and three years of increasingly responsible office experience, including records maintenance, bookkeeping and customer service. Advanced training in secretarial procedures may substitute for up to two years of the required experience on a year-for-year basis. Experience dealing with school-aged children preferred.

Licenses and Special Requirements

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending upon the individual assignment, the Head School Secretary performs all or a combination of several of the following duties:

1. Coordinate the operation of the office; greet students, parents, staff and the public; answer a wide variety of telephone and in-person inquiries; provide a variety of information on procedures, events and schedules; promote positive public relations for the District/school.
2. May maintain a variety of detailed program and school records, such as budgets, student counts, enrollment, registration, attendance, vocational, athletics, timesheets, and other administrative records for revenue tracking/generation and legal compliance; compile data and perform calculations; prepare a variety of reports; maintain student records/transcripts.
3. May prepare and process requisitions and purchase orders for the school and Associated Student Body (ASB) program; order supplies; materials and equipment; process, stock and distribute materials; maintain accounting books; track expenditures and prepare reports; prepare monthly bank reconciliations; manage and reconcile budgets as assigned by the supervisor; process invoices and payment orders; perform bookkeeping and revenue collection/deposits for ASB and general fund and/or athletics (including banking).
4. Serve as secretary; compose, format and type a wide variety of correspondence, memoranda, newsletters, bulletins, manuals, forms, reports, meeting minutes, records and other materials; may take and transcribe dictation; duplicate and distribute materials; screen calls; maintain appointment calendar; schedule meetings; open and route mail; serve as facility usage coordinator.
5. Maintain and report payroll records for building staff; call for substitutes as requested; orient substitutes assigned to building.
6. Perform a variety of specialized functions, which may include: enrolling and withdrawing students, maintaining student attendance records and contacting parents, coordinating and preparing for special events and programs, taking and maintaining inventory and other administrative support assignments; ensuring maintenance of office equipment; receiving and distributing messages for students/bus passes/classroom mail; coordinating college and scholarship announcements and application deadlines.
7. Develop written procedures for functions for staff such as attendance, reporting systems, sibling synchronization for conferences, etc.

8. May coordinate the work of school clerical staff, student assistants and volunteers assigned to the office; provide training and guidance; assign and review work.
9. Track a variety of deadlines to ensure timely completion and filing of a variety of reports and responses.
10. May provide first aid to ill and injured students; assesses need for emergency or parental contact.
11. May track and dispense authorized student medication as required under guidance of school nurse.
12. Provide secretarial assistance to other administrators, teachers, specialists and parent volunteers as time permits.
13. Provide a variety of building and program services to create a positive environment.
14. May supervise students in the office, monitor behavior, listen to student confidences, and/or refer problems to administrators, counselors, teachers or specialists as appropriate.
15. Serve as member of instructional support team of the District; perform related duties consistent with the scope and intent of the position.
16. Respect confidentiality of information.
17. Performs other duties as assigned appropriate to the district.

CONDITIONS

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

MENTAL DEMANDS

Experiences constant interruptions; requires ability to establish and maintain effective working relationship with students, district staff, parents, and public; requires dealing effectively and appropriately with public and staff including distraught or angry parents and students both in person and by telephone; requires ability to adapt to shifting priorities and to frequently rechannel work efforts; may perform detailed work in reference to preparation, compilation of data, and analyzing information both verbally and in written form; requires average to above average proficiency in grammar, reading, writing, mathematics, communication, computer and telephone skills; requires ability to solve practical problems; requires ability to maintain strict confidentiality and display loyalty and integrity to employer, may experience stress due to deadlines on periodic basis in conjunction with daily workload.

PHYSICAL DEMANDS

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor, lifting/carrying objects weighing up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing ability; requires operation of office equipment and computer; requires keyboarding skill at 50 wpm with accuracy; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may be exposed to bodily fluids in the health room and required to wear gloves as necessary, may be exposed to infectious diseases carried by students; may require restraining out-of-control students; may occasionally work outdoors in inclement weather.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) David Forsythe, Assistant Superintendent, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.