

**ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	MIDDLE SCHOOL BUILDING SECRETARY	REPORTS TO:	Principal or designee
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TRAINING QUALIFICATIONS

- High school diploma or GED equivalency
- Pass a series of typing, word processing and grammar tests
- Have a working knowledge of basic office procedures and the operation of common office equipment, machines and computers
- Previous experience as a secretary preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
Revision date:

POSITION NO. 4.21

- Many situations that require hand motion, e.g., computer keyboard, typing, writing
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Assist guidance in maintaining records for new students, withdrawals and requests for records
2. Publish monthly newsletters, weekly updates manages communications between school and parents
3. Maintain and update building website
4. Posts listserve messages to parents as a communication tool between school and families
5. Assist in the clinic as needed
6. Prepare student information packets and records for the beginning of the school year
7. Prepare teacher information packets for the beginning of the school year
8. Has a working knowledge of student information system to generate reports and create databases as requested by administrators and teaching staff
9. Prepare purchase orders for building and teacher supplies and orders yearly room supplies
10. Maintain building budget and accurate bookkeeping records
11. Provide secretarial and bookkeeping support to PTO as needed
12. Responsible for all financial transactions and deposits of district funds
13. Collects, deposits and maintains record of student fee payments
14. Maintain database of students fee payments, pursues outstanding fee balances, maintains accurate records and processes fee waivers
15. Collects Outdoor Education forms and payments (process all paperwork associated with the camp program)
16. Compiles data to generate year-end certificates and produce all awards associated with year-end activities
17. Creates database of students transferring between grade levels to junior high and students transferring from elementary level to middle school
18. Compiles reports to assist in assigning homerooms for the next school year
19. Performs all functions associated with pre-transition of students, fees and staff maintenance
20. Performs all functions associated with year-end transition
21. Maintains a log of employee absences, prepares daily sub call-in sheet, reconciles absences in AESOP
22. Generates and maintains student delinquent fees list, sends periodic reminders, and as directed by district treasurer, blocks access to student information system accounts when fees are unpaid
23. Tracks student absences for chronic absences and sends required letters to appropriate parents
24. Maintain accurate filing system of correspondence, office files and other files appropriate for a particular office
25. Receives and routes incoming calls
26. Assist in the distribution of incoming mail
27. Assist in the operation of the lunch program as appropriate for the particular building
28. Performs specific duties as assigned by the building principal

TERMS OF EMPLOYMENT	202, 260 contract days
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