

**ZANESVILLE CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>HIGH SCHOOL BUILDING SECRETARY</b>	<b>REPORTS TO:</b>	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

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- 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

**ATTENDANCE SECRETARY**

1. Make attendance phone calls
2. Know state laws and board policy concerning attendance/custody, etc.
3. Assist the assistant principals with attendance discipline
4. Attend to students in the clinic when the nurse is not in the building
5. Provides Work Permits for students
6. Track warning and NME (Needs Medical Excuse) letters sent and recorded to assist the attendance officer
7. Track "No Show" student follow-ups to assist and report to the attendance officer
8. Prepare beginning of the year office packets for teachers
9. Assign and maintain staff mailboxes
10. Track 18-year-old release forms and maintain list
11. Other office duties as assigned

**SECRETARY TO PRINCIPAL**

1. Greet all guests entering the office area and communicate with a variety of individuals and groups, including co-workers, district administrators and staff, parents/guardians, students and the general public
2. Assist with tracking budgets utilizing Quicken software
3. Answer phone, take, receive and deliver messages
4. Answer questions of general nature on behalf of principal
5. Order and maintain inventory of office supplies and equipment
6. Update/communicate employee contact information for phone directory and emergency calling tree
7. Update/communicate staff roster as needed
8. Maintain professional appearance of the office
9. Respond to inquiries and requests for information and assistance from school/district personnel, students, parents and the general public as needed
10. Prepare requisitions for purchase orders and process invoices for payment
11. Compile/distribute monthly building newsletter
12. Compile/distribute weekly bulletin to building staff members
13. Update/maintain master schedule as needed
14. Be a liaison to vendors
15. Assists with the counting/safekeeping of money as appropriate for various departments
16. Prioritize and distribute incoming mail
17. Maintain principal's calendar
18. Maintain accurate filing system
19. Assist other staff in the operation of office machines
20. Responsible for printing honor roll awards at the end of the school year
21. Assist in the coordination of graduation
22. Assist co-workers as needed
23. Supervise student office helpers
24. Assist with Distinguished Scholar Banquet as needed
25. Update and distribute the snow tree
26. Maintain database of building volunteers
27. Other office duties as assigned

**OFFICE RECEPTIONIST**

1. Enter discipline, mail copies home and route OSS (Out of School Suspension) copies to appropriate places

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2. Keep track of lost and found
3. Send out homework requests and return items that are not picked up
4. Sign in and direct visitors when no one is at the reception desk
5. Enter requisitions for the building clubs
6. Double check and send pay-ins to the treasurer's office for building clubs
7. Enter all club payments and course fees into a database
8. Schedule the lecture hall and keep a building calendar
9. Keep a master list of keys that are distributed for the building
10. Assign lockers and keep a spreadsheet of available lockers
11. Enter emergency medical information
12. Sell student parking passes and pay-in; keep a spreadsheet of all student and staff parking passes
13. Enter, print out and file work permits
14. Keep track of soda machines and contact vendor when there are issues
15. Assist with substitutes and/or AESOP reporting
16. Assist with student information system documentation
17. Assist with copier problems and orders
18. Assist in keeping track of employee absences and updating AESOP, contacting subs as needed
19. Additional duties as assigned

**COUNSELING SECRETARY**

1. Manage school counseling office
2. Answer phones and take messages
3. Responsible for current and final student transcripts
4. Maintain archived transcripts
5. Oversee the department's mailings
6. Collect and deposit money for PSAT and AP testing
7. Oversee enrollment data
8. Enter ACT/SAT scores in computer
9. Enter and/or update student state mandated assessments scores in computer
10. Manage counselor(s) appointment schedules
11. Manage all student records
12. Manage VIP's
13. Manage student office workers
14. Oversee new student registration preparation/scheduling
15. Provide NCAA transcripts
16. Prep for new student group registration(s) beginning of school and beginning of second semester
17. Prepare diplomas and envelopes for graduation
18. Hold diplomas for unresolved obligations, lack of credits and state mandated assessments not passed
19. Senior certificates, Award of Merit, Honors Diploma, Presidential Awards, etc. for graduation
20. PSAT/PLAN/state mandated assessments labels on hard transcripts for each student
21. Print and distribute report cards for grades 9-12
22. Schedule resource room and guidance conference room for meetings, IEP (Individualized Educational Plan), etc.
23. Sort mail for department
24. Process student withdrawals including unpaid fees, obligations, records
25. Verification companies regarding former students transcripts via verbal over the phone or by mailing
26. Verification as needed on reading legal and custody documents regarding the safety of our students
27. Determine appropriate action for good student discount and social security papers
28. Prepare Special Education letters
29. Update senior handbook information
30. Maintain PE replacement forms and documentation

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POSITION NO. 4.23

- 31. Handle open enrollment and attendance area transfers
- 32. Other duties as assigned by administration

**ATHLETIC SECRETARY**

- 1. Answer phones and take messages
- 2. Work with students and the public
- 3. Work with other schools and coaches
- 4. Collect and record pay to participate fees
- 5. Prepare team schedules
- 6. Prepare team rosters
- 7. Schedule school van for athletics and additional usage by school personnel
- 8. Schedule buses for all athletic events
- 9. Handle all athletic money deposits
- 10. Manage QuickBooks accounts for all athletic teams and coaches; generate monthly budget reports to athletic director and coaches
- 11. Enter athletic information into student information system
- 12. Grade checks: run interims and report cards to check eligibility for all teams
- 13. Monitor season passes and reserved seating for football
- 14. Compile athletic programs
- 15. Create athletic newsletter and oversee website
- 16. Create eligibility letters
- 17. Order and inventory all athletic awards and certificates
- 18. Process requisitions and purchase orders
- 19. Submit bills for payment
- 20. Monitor athletic ticket sales
- 21. Organize senior night for all teams (letters to parents, flowers, certificates)
- 22. Obtain awards for all athletic teams and athletes
- 23. Create year-end reports for all teams
- 24. Process Wall of Honor information
- 25. Work with athletic booster club for fall and winter sports program
- 26. Prepare transcripts, roster and programs for coaches
- 27. Complete official eligibility certificates for OHSAA
- 28. Create letters for waiver of participation fee
- 29. Oversee collection of paperwork for all athletes
- 30. Make certificates for banquets
- 31. Other duties as assigned by athletic supervisor

<b>TERMS OF EMPLOYMENT</b>	202, 222 or 260 contract days
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