

BIG WALNUT LOCAL SCHOOLS

TITLE: High School Secretary II
(General Secretary)

QUALIFICATIONS:

1. High School Diploma or Equivalent
2. Strong Clerical/Office Skills
3. Communication skills with students, staff and parents

REPORTS TO: High School Principal/Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Promptly and courteously greet and assist all visitors and students
2. Answer and route incoming calls
3. Assist teachers in preparing instructional materials
4. Retrieve correspondence from voicemail and fax machine
5. Maintain and coordinate distribution of student medications
6. Assist with daily announcements
7. Enter requisitions into processing system (other than Athletic Department)
8. Manage petty cash in and out (other than Athletic Department)
9. Coordinate the handling of all monies received in the building (other than Athletic Department)
10. Coordinate the assessment, monitoring, and collection of school fees (other than Athletic Department)
11. Coordinate the distribution of deliveries
12. Promptly obtain packing slips to verify order is complete, route authorization to pay to Treasurers Office
13. Timely follow-up for delivery or cancelation on purchases outstanding more than thirty (30) days
14. Coordinate substitute teachers for building, including completion of necessary sub reporting for payroll purposes
15. Support class advisors as needed
16. Support administration with clerical and data entry duties
17. Support other office staff with routine duties when necessary
18. Maintain respect at all times for confidential information; i.e., teacher and student files
19. Attend in-services and meetings as required
20. Perform other duties as assigned

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

[Adoption date: April 10, 2000]

[Revised December 2002]

(Adopted 1 6 03)

[Revised December 2012]

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.