

## **Sparta Area School District**

### Article 216 - Specifications for Office Secretary, I & II

#### **QUALIFICATIONS:**

1. High School Diploma.
2. Post high school course work in childcare, child development course work; and or significant instruction/experience with like aged children (preferred).
3. Ability to communicate effectively orally and in writing.
4. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
5. Strong computer, telephone and organizational skills.
6. Attention to detail.
7. Ability to ensure and preserve confidential information pertaining to position.
8. Ability to be positive and professional at all times.
9. Ability to relate and work well with students, parents, staff and community members
10. Knowledge of and experience with MS Office software and equipment copiers and other office equipment.
11. CPR/First Aid certified (preferred)
12. Ability to work effectively and efficiently in an unsupervised environment.
13. Ability to learn, understand and use new technology as it becomes available.
14. Good driving record.

**REPORTS TO:** Building/Department Administrator

#### **SUPERVISION/EVALUATION:**

The primary supervisor is the Building/Department Administrator. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule and negotiated contract.

#### **JOB GOALS:**

1. The smooth and efficient operation of the school office.
2. Helping to create a positive school experience for children, staff and the public.
3. To assist in the achievement of a deeply held partnership with the community that actively supports parent, students and families.

#### **PERFORMANCE RESPONSIBILITIES:**

*This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed.*

*Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.*

1. Process correspondence, reports and documents for the Supervising Administrator.
2. Obtains, gathers and organizes pertinent data as needed and puts it into usable form. May involve creating charts, graphs, spreadsheets and/or databases.
3. Maintains a regular filing system, electronic and confidential as needed.
4. Placing telephone calls, recording calls, recording messages and screening calls.
5. Orders, inventories and maintains supplies as needed.
6. Performs any bookkeeping tasks.
7. Maintains a schedule of appointments and makes arrangements for meetings, conferences and interviews.
8. Welcomes visitors in a positive manner.
9. Duplicate, photocopy and print school system forms and reports.
10. Issues timely announcements, including upcoming events and deadlines.
11. Maintains records required by policy, regulation, law or good faith practice.
12. Sort and distribute mail and/or other documents as needed.
13. Operates and maintains office equipment including, but not limited to; computer with appropriate software applications, copier, calculator, fax machine, laminator, scanner, digital camera and other equipment required.
14. Knowledge of and ability to effectively use student records software.
15. Respond to student health concerns as needed.
16. Able to earn CPR/First Aid certification.
17. Website maintenance as assigned.
18. Will be required to complete DPI approved training in the administration of prescription and non-prescription medication. May be required to administer prescription and non-prescription medication to students in accordance with approved district procedures.
19. May be called on to assist with student registration including Nutrition Services, transportation and technology forms.
20. Maintains cumulative student records, including health and EEN records as needed.
21. Handles other duties as assigned or required.

**ADDITIONAL SECRETARY I RESPONSIBILITIES MAY INCLUDE:**

22. Responsibility for maintaining board policy for truancy (High School and Middle School).
23. The district Secretary I for the Copy Center/Shuttle Service may have the following responsibilities in addition to the above listed responsibilities:
  1. Process copy requests in a timely manner
  2. Maintain confidentiality
  3. Drive school van as needed for student transport

**ADDITIONAL SECRETARY II RESPONSIBILITIES MAY INCLUDE:**

- 23. Performs any bookkeeping tasks.
- 24. Perform financial duties pertaining to purchase order software, budgeting, deposits and activity accounts.
- 25. Knowledge of and ability to effectively use food service software.
- 26. Maintains confidential student records.

An Office Secretary I is assigned to the High School Main Office, Middle School Main Office and Activities Director and District Copy Center/Shuttle Service. An Office Secretary II is assigned to the AEC Main Office, Director of Teaching and Learning, Nutritional Services Supervisor, High School Guidance Office, Psychology, Technology Office, Grant/Communications Office, District Secretary/Central Registrar and Director of Pupil Services.

**SELECTION PROCESS:**

**SCREENING OF APPLICATIONS:**

The Building/Department Administrator will review applications and chose qualified applicants for interviews.

Legal Reference:

Cross Reference:

Approved: April 19, 2005

Revised: May 22, 2007  
April 27, 2010  
June 29, 2011  
August 28, 2012  
July 25, 2017  
December 19, 2017  
January 23, 2018