

**Warrenton-Hammond School District
Job Description**

Job Title: Assistant Secretary – High School
Reports To: Principal

JOB SUMMARY

Under general supervision, performs a wide variety of detailed secretarial/clerical work handling daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time, including matters of a confidential nature. Serves as an assistant to an assigned administrator and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assists Principal and Head Secretary as requested and is required.
3. Performs general office duties including answering multi-line phones, routing telephone calls or messages to appropriate staff, greeting the public, typing, proofreading, checking and recording information, filing, sorting and handling incoming and outgoing mail.
4. Researches, creates, inputs, formats, organizes and edits relevant data as needed or requested and prepares in a usable format.
5. Types a variety of materials from brief verbal or written instructions.
6. Completes a high volume of computer work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
7. Maintains a regular and up-to-date filing system.
8. Works with various school and student reports including, but not limited to: attendance, transcripts, report cards, immunization records, schedules, honor roll, and registration.
9. Assists in the annual forecasting process to ensure timely and accurate data, including developing and updating forecasting forms.
10. Maintains, monitors, and troubleshoots student software database and attendance systems for accuracy.
11. Communicates with students, parents, staff, community members and public officers regarding various school related issues.
12. Maintains a schedule of appointments and makes arrangements for conferences, interviews and meetings.
13. Composes and disseminates documentation to students, staff, parents, community and media.
14. Completes Master Schedule to specification and updates and provides student schedules and class lists.
15. Develops and meets established deadlines for reports and projects as required.
16. Appropriately maintains and secures confidential records and inquiries.
17. Professionally represents the school and the District in interactions with parents, community, staff and students.
18. Maintains appropriate certifications and training hours as required.
19. Complies with applicable District, state, local and federal laws, rules and regulations.
20. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
4. Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience in typing, general clerical training or equivalent combination of education and experience. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school or office setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and successfully work with staff and students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use accounting software, database software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel and Outlook. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high depending upon student population and activities. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
