

# MERIDIAN SCHOOL DISTRICT

## JOB DESCRIPTION

### SCHOOL SECRETARY

#### **JOB SUMMARY**

The responsibilities of this position are to coordinate activities of a school office and provide secretarial support, including promoting positive public relations, providing a wide variety of services to students, staff and the public, and maintaining a wide variety of records.

Employees may be transferred or reassigned to other School Secretary positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Secretaries classification.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience**

High school diploma or equivalent; Office experience, including records maintenance and customer service experience dealing with school-aged children preferred.

##### **Allowable Substitutions**

Training in office procedures and one year's experience of increasing responsibility in an office setting.

##### **Licenses and Special Requirements**

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Depending upon the individual assignment, the School Secretary performs all or a combination of the following duties:

1. Assists with the operation of the office; greets students, parents, staff, and general public; answer a wide variety of telephone and in-person inquiries and make referrals as appropriate; provide a variety of information on procedures, events, and schedules; promote positive public relations for the District.
2. Assists with the maintenance of a variety of detailed program records, such as student counts, enrollment, registration, withdrawals, attendance, legal compliance, compile data and performs calculations; assist in preparation of a variety of reports.
3. Assists with processing, stocking, and distributing materials.
4. Assists head secretaries as necessary; composes, formats, and types a wide variety of correspondence, memoranda, newsletters, bulletins, flyers, charts, graphs, forms, reports, records, and other materials in a variety of word processing, desktop publishing, and spreadsheet software programs; input and maintain data base and spreadsheet programs; duplicate and distribute materials; screen calls; screen and route incoming mail; sort and mail outgoing mail; cash receipting.
5. Performs a variety of specialized functions, such as: process and track transfer records including calls to other districts; prepare new student files; maintain and update student records and grades; prepare existing student's records for archives; track Medicaid eligibility, contact parents, assist in taking and maintaining equipment and furniture inventory; and other administrative support assignments.
6. Assists with coordinating the work of secretaries, student assistants and volunteers assigned to the office; assist with training and guidance.
7. Provides first aid to ill and injured students; assess need for emergency or parental contact.
8. Provides assistance to other administrators, secretaries, staff, and parent volunteers as time permits.
9. May supervise students in the office; refer problems to administrators, counselors, teachers, or specialists as appropriate.
10. May track and dispense authorized student medication as required under guidance of school nurse.

11. Serves as member of instructional support team of the District; perform related duties consistent with the scope and intent of the position.
12. Provides a variety of building and program services to create a positive environment.
13. Respects confidentiality of information.
14. Performs other duties as assigned appropriate to the position.

### **CONDITIONS**

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

### **MENTAL DEMANDS**

Experiences constant interruptions; requires ability to establish and maintain effective working relationship with students, district staff, parents, and public; requires dealing effectively and appropriately with public and staff including distraught or angry parents and students both in person and by telephone; requires ability to adapt to shifting priorities and to frequently rechannel work efforts; may perform detailed work in reference to preparation, compilation of data, and analyzing information both verbally and in written form; requires average to above average proficiency in grammar, reading, writing, mathematics, communication, computer and telephone skills; requires ability to solve practical problems; requires ability to maintain strict confidentiality and display loyalty and integrity to employer, may experience stress due to deadlines on periodic basis in conjunction with daily workload.

### **PHYSICAL DEMANDS**

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor, lifting/carrying objects weighing up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing ability; requires operation of office equipment and computer; requires keyboarding skill at 50 wpm with accuracy; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may be exposed to bodily fluids in the health room and required to wear gloves as necessary, may be exposed to infectious diseases carried by students; may require restraining out-of-control students; may occasionally work outdoors in inclement weather.

*The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Personnel, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Aaron Jacoby, Director of Special Services at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.*

*The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.*