

Administrative Assistant/Secretary – Middle School

Chillicothe R-II School District Job Description

Position Title: Administrative Assistant/Secretary - Middle School

Department: Building **BOE Approved: 05/20/2025**

Reports To: Principal and Assistant Principal

FLSA Classification: Non-Exempt

SUMMARY: Two secretaries serve as secretary to the Principal and to the Assistant Principal. Perform a wide range of administrative and clerical duties to support school and district operations, including managing correspondence, maintaining student and staff records, scheduling appointments, assisting with document preparation, coordinating communications, and providing general office support to administrators, teachers, parents, and students. The secretaries will assure the smooth and efficient operation of the school office, adding to the office's maximum positive impact on the educational program, setting, and District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Types correspondence, letters and memos, purchase orders, check requests, forms, etc.
- Answers telephones, responds to routine questions, sets appointments or routes calls to appropriate persons.
- Types, prepares, distributes, files records, reports, correspondence, and mailings that are related to building functions and administrator's needs including progress reports and grade cards.
- Exercises confidentiality, and serves as secretary to the principal and/or assistant principal.
- Greets visitors, new parents, students, and assists in registering new students.
- Check students in and out as necessary.
- Produce Middle School student ID badges.
- Orientates substitute teachers.

- Coordinates and processes staff absences and substitute coverage for the building, ensuring accurate entry and verification of substitute payment information in the district's software program. i.e. SIS Financial
- Sort and distribute incoming mail to the appropriate recipients.
- Securely manage and store funds collected from building activities; prepare and process timely deposits, and provide the District Bookkeeper with accurate supporting documentation to ensure proper allocation to designated fund accounts.
- Assists in preparing for various activities throughout the year.
- Manage the electronic building calendar synced to the district website, making updates and adjustments as needed to ensure accurate scheduling.
- Prepare and enter purchase requisitions and/or purchase orders for office supplies and general building needs, ensuring compliance with district procurement procedures.
- Maintains school records, student cumulative records, and student and other files for building, principal, and related requirements. Utilizes the district student information system for electronic storing of such student records.
- Processes annual Online Registration at the beginning of the year for returning students.
- Responsible for the accuracy of student data in in the student information system.
- Coordinate grade reporting processes, including the distribution of quarterly student grade reports.
- Maintains and ensures the integrity of student's transcript, cumulative records, and files, including earned credits, transferred, lost, recovered, etc.
- Schedules the building for outside events.
- Schedules all extra workers for ball games, i.e. gate workers, time keepers, concession stand, etc.
- Assists Activities Director with registration with MSHSAA and all eligibility for student athletes.
- Schedules teachers for Saturday School and inputs attendance of Saturday School attendees.
- Orders, processes, and maintains office materials and equipment.
- Distributes orders to proper rooms.

- Administers minor first aid in absence of school nurse
- Assists Account Manager of nutrition program for grades 9-12 (Direct Certification, Free/Reduced Lunch applications and letters, Audit verification, student and staff deposits, meal account reminders, all meal reports, bank deposits, etc.).

SUPERVISORY RESPONSIBILITIES: Students, Office Aides, and Parent Helpers

QUALIFICATION REQUIREMENTS: Necessary computer skills include Word processing, Spreadsheets, Email, PowerPoint, Publishing, Student Information System.

EDUCATION and/or EXPERIENCE EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); plus three to five years in general office work and/or training; or equivalent combination of education and experience.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff.

TERMS OF EMPLOYMENT: Nine and a half (9 ½) month employee(s). Salary to be established by the Board of Education.