



SCHOOL SECRETARY

190 Days / 195 Days / 200 Days / 210 Days / 220 Days
240 Days - 7 Hours Per Day or 240 Days - 7.5 Hours Per Day

REPORTS TO: PRINCIPAL/ASSISTANT PRINCIPAL
FLSA STATUS: NON-EXEMPT

JOB SUMMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES

TO PERFORM CLERICAL DUTIES REQUIRING THE EXERCISE OF JUDGMENT BASED UPON KNOWLEDGE GAINED THROUGH EXPERIENCE AND ESTABLISHED PROCEDURES.

A. PERFORMANCE RESPONSIBILITIES

1. Routes incoming calls and visitors, takes messages and schedules appointments.
2. Handles correspondence and requests covering all phases of the duties of the administration.
3. Compiles requisition orders for materials of instruction
4. Maintains an accurate regular filing system and processes incoming correspondence as instructed
5. Orders and maintains supplies as needed
6. Receives, records and makes bank deposits
7. Performs bookkeeping tasks and prepares financial statements
8. Compiles and types reports of various kinds in a timely manner
9. Operates office machines efficiently, including a personal computer, to input and retrieve data and general related reports.
10. Registers students and makes class assignments, if applicable
11. Maintains accurate student records and attendance logs, if applicable
12. Enters pertinent student data into the computer
13. Maintains daily personnel attendance log
14. Checks timesheets, timecards, vacation/sick leave slips for verification
15. Maintains an updated copy of the Terrebonne Parish Policy Manual
16. Performs any other duties as assigned by immediate supervisor/designee or superintendent.

B. PROFESSIONALISM

The employee shows professionalism in attitude and conduct

- Accepts constructive feedback.
- Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Maintains the confidentiality of all student information, both written and oral, and school board business by refraining from accessing, discussing or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- Observes professional ethics as prescribed by the employee's profession/craft and in accordance with state law and board policy.
- Uses verbal and non-verbal communication in a manner respectful of others.
- Maintains self-control.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Participates in professional growth activities.

C. ATTENDANCE AND PUNCTUALITY

- Reports to work at the assigned time
- Attends work on a daily basis
- Contacts Supervisor when absent
- Works additional hours when deemed necessary
- Clocks in and out and utilizes time clocks appropriately

D. SAFETY



- Completes tasks in a safe manner as prescribed by the Safety Department or by the employee's profession/craft.
- Maintains a neat and orderly work environment.
- Dresses appropriately for the job assigned and in compliance with state law and board policy.
- Displays employee ID tag at all times while on duty.
- Reports any unsafe conditions or any incidents of injury or damage immediately to the appropriate official.
- Complies with policies on Employee Tobacco Use, Drug-Free Workplace and use of Cell Phones when on duty.

METHOD OF EVALUATION

A formal observation and one written evaluation per year by the supervisor shall be completed.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

QUALIFICATION REQUIREMENTS

High School diploma or its equivalent; Full-time office experience and/or completed business course or college degree preferred; knowledge of modern office practices and procedures including accounting, bookkeeping and computers; skilled in operating personal computers; good communication skills.

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: ability to grasp, lift, maneuver, carry, push, pull and/or move 20 to 50 pound objects on a daily basis. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment described here is representative of which 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.

TERMS OF EMPLOYMENT

There will be a probationary period of 6 months from the date of employment for new employees. After 6 months or sooner, a decision based upon an evaluation will be rendered in regards to the employee's status as a permanent employee.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.