

Secretary III (Assistant Secretary Secondary Schools/ALC)

Purpose Statement

The job of Secretary III (Assistant Secretary Secondary Schools/ALC) is done for the purpose/s of providing a variety of administrative and secretarial support to assigned school site administrators; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Assistant Principal, High School

Essential Functions

- Administers prescribed medication and attends to the health needs of students during the absence of the nurse, and at some sites, inclusion of situations where there is exposure to blood and bodily fluids (e.g. records of dispensation and receipt of medications, etc.) for the purpose of providing emergency and necessary care in compliance with established District guidelines.
- Assists School Resource Officer (e.g. preparation of confidential demographics, communication with students, etc.) for the purpose of providing necessary administrative support for the school.
- Contacts substitutes from the available listing for the purpose of getting substitutes to fill specific grade level needs.
- Coordinates safety procedures (e.g. lockdown, shelter in place, all physical plant emergencies, monitoring of building main entrance, etc.) for the purpose of ensuring safety of students and staff.
- Creates documents/materials for multiple purposes and administrative personnel (e.g. daily announcements, updating of website, posting of slides on TV monitors, parent communication via e-mail, year-round school newsletter, multiple/ necessary publications and forms, brochures, various schedules, handbook, manuals, etc.) for the purpose of providing necessary communication for staff, administration, students, and parents.
- Greets all visitors, handles inquiries, and directs visitors to the appropriate destination (e.g. furnishing and obtaining information in accordance with legal and District operational procedures and confidentiality requirements, monitoring all visitors while at the site, etc.) for the purpose of insuring effective and efficient communication with visitors, and parents.
- Maintains a wide variety of manual and electronic documents files and records (e.g. emergency information, employee records, financial records, work orders, facility use, student records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains automated student attendance system (e.g. notifies parents and/or guardians of student absences, obtains attendance records student entry and exit from campus during school hours, prepares attendance-related reports and written materials, researches discrepancies of attendance information and/or documentation, etc.) for the purpose of ensuring accurate tracking and documentation of student attendance.
- Manages a variety of school processes and procedures (e.g. Scholar Chip computer, student ID cards, STARS Reports, CPI Certifications, etc.) for the purpose of ensuring that necessary District processes are implemented.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees, Assistant Principal, and or Principal.

- Prepares a variety of documents (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, schedules, calendars, confidential documents, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines and confidentiality regulations.
- Prepares specialized documents and technical reports (e.g. data related to student testing, deportment, accidents, enrollment, suspensions, withdrawals, etc.) for the purpose of ensuring administrative staff have accurate, reliable documentation regarding school business-related operations.
- Processes documents and materials at some District sites (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Processes incoming and outgoing mail for the purpose of insuring that faculty and staff receive mail in a timely manner.
- Provides health/medical needs (e.g. all emergencies, daily student health needs, etc.) for the purpose of ensuring that necessary health care is provided to students.
- Provides a variety of administrative support processes that are site specific (e.g. all organizational processes for summer school, student services, student activities, budgets, locker assignments, student counseling, sports fees and sports players forms, NDHSAA reports, student testing, etc.) for the purpose of ensuring proper implementation of all organizational and programmatic operations.
- Responds to a variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Supervises students (e.g. before, after and during school when students are brought to office for discipline procedures, etc.) for the purpose of providing necessary student support.
- Supports Administration (e.g. confidential reports, graduation processes, travel, clerical processes, etc.) for the purpose of providing administrative support as needed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing multiple and pertinent software applications; planning and managing projects; management of a variety of school procedures, processes, schedules; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; comprehensive knowledge of school regulations and processes; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; multi-tasking; setting priorities; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt		SI