

Elkhart Community Schools
Position Description

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| Position Title: | Secretary – School of Study |
| Qualifications: | <i>Required:</i> High school diploma or equivalent; minimum of three years’ previous general office experience or school-related office experience; supervisory experience; excellent computer skills, excellent ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; ability to work collaboratively. <i>Preferred:</i> Demonstrated ability to read, write and speak Spanish. |
| Department: | Elkhart High School |
| Reports to: | School of Study Principal |
| Prepared by: | Cary Anderson |
| Approved by: | W. Douglas Thorne |

Date: 2/20/20

SUMMARY: To assist the School of Study Principal in providing necessary services to students, staff and community to assure proper school of study operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*):

1. Compose, type, copy and duplicate materials and correspondence for the School of Study Principal.
2. Maintain appropriate forms and attendance on all certified, classified, and substitute employees for their school of study and submit those forms to the Administrative Assistant to the EHS Executive Principal for payroll.
3. Assist with the assignment of stations, distribution of appropriate materials and collection of sign in sheets for all substitute teachers and submit those sign in sheets to the Administrative Assistant to the EHS Executive Principal.
4. Keep accurate attendance records for the students in their school of study. Monitor attendance levels, keep track of students signing in and out for appointments, collect and file attendance notes.
5. Enter discipline referrals into Powerschool and maintain discipline files as directed by the School of Study Principal.
6. Oversee the sorting of all incoming school and U.S. mail for their school of study.
7. Maintain complete and accurate files of all official school business transacted through their school of study.
8. Coordinate School of Study Principal’s appointments and activities.
9. Attend meetings of secretaries, for training and support necessary to assure the effective, efficient and cohesive performance of duties.
10. Provide positive and effective customer service when dealing with people in the office and on the telephone, including students, parents, community organization representatives and all Elkhart Community Schools’ personnel.
11. Sustain working knowledge on use of all office equipment and machines.
12. Receive emergency calls and refer them to the proper administrator, or otherwise treat them responsibly.
13. Take appropriate action in working with ill and/or injured students or staff in the absence of the school nurse.
14. Design and develop Google forms, sheets and docs, as well as word processing and spreadsheet documents.
15. Maintain appropriate confidentiality in all matters.
16. Exhibit a pattern of regular and timely attendance.
17. Perform other job-related duties as assigned by the School of Study Principal.

Qualification Requirements: 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 equivalent; minimum of three years' previous general office experience or school-related office experience; supervisory experience; excellent computer skills, excellent ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; ability to work collaboratively. *Preferred:* Demonstrated ability to read, write and speak Spanish.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Experience working with computers is necessary. Windows and Google tools training/experience is preferred. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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 noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

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. The individuals currently holding this position perform additional duties and additional duties may be assigned.