

ST. CHARLES PARISH PUBLIC SCHOOLS  
SENIOR SECRETARY

**Job Title:** Senior Secretary  
**Salary Grade:** Steps 0-6  
**Work Year:** 260 Days, 7.5 Hrs/Day  
260 Days, 8.0 Hrs/Day  
**FLSA Status:** Non-Exempt  
**Department:** Central Office Based  
**Reports To:** Assigned Executive Staff Supervisor

**PURPOSE**—The job of Senior Secretary is done for the purpose/s of providing administrative support and clerical assistance; serving as a liaison between the supervisor and the school community; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

**ESSENTIAL FUNCTIONS**

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or program components for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Maintains a variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that address department operations.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

- Schedules and sets up interviews, in-services, and appointments for administrators/supervisors for the purpose of assisting in maintaining a calendar of appointments.
- Serving as receptionist for the department of school district, setting a positive tone and for the purpose of offering appropriate assistance and resolution to requests.
- Tracks expenditures, submitting documents for reimbursement for the purpose of ensuring that budget information is accurate and current.
- Verifies, compiles and analyzes statistical reports a directed for the purpose of providing information for reporting purposes.

#### **OTHER FUNCTIONS**

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

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#### **PROFESSIONAL ATTITUDE AND CONDUCT FACTORS**

##### **Quality of Work**-attention to detail and accuracy of work produced

- Completes tasks, reports, and documents accurately according to specified timelines and expectations
- Makes wise and appropriate decisions after identifying and analyzing relevant information

##### **Availability**-punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary

##### **Communication Skills**-both verbal and written work is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others
- Writes and speaks clearly and concisely so that the message is understood
- Uses active listening skills
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments
- Demonstrates skill in giving and receiving feedback

##### **Interpersonal Skills**-works cooperatively with colleagues, students, parents and vendors

- Accepts and recognizes the value of the contribution of others
- Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- Accepts and uses constructive feedback
- Attends and constructively participates in meetings and professional development activities
- Treats all stakeholders in a respectful and helpful manner
- Develops leadership and responsibility in colleagues and students if applicable

**Personal Impact**-presentable, appropriate appearance for position, represents district positively

- Dresses for success according to job responsibilities
- Displays confident posture and maintains self-control
- Consistently demonstrates customer excellence standards
- Demonstrates positive support through actions and words as ambassadors of the schools and districts
- Develops and maintains a safe and caring environment for all of our customers

**Productivity**-performs work efficiently, on time, effectively uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions
- Minimizes bias in self and others and accepts responsibility for his/her own actions

**Teamwork**-works with fellow employees in harmony without creating stress

- Cooperates with building and district staff in planning and evaluation

**Adaptability**-accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor
- Cooperates with administration in the performance of additional duties

**Policy**-follows Board Policy and Procedures

- Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately
- Adheres to ethical, legal and professional standards
- Refrains from revealing confidential information

## **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple tasks with a need to occasionally 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; using pertinent software applications; 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 analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; business telephone etiquette; grammar, spelling and punctuation; and recordkeeping and record retention practices.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant 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 analyze issues and create action plans. Problem

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solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating effectively; meeting deadlines and schedules; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; 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 jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent

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Employee's Signature

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Date

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Supervisor's Signature

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Date