

# SCHOOL DISTRICT OF ST. JOHNS COUNTY

## CONFIDENTIAL SECRETARY – K-8

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School Diploma, General Equivalency Diploma (GED), or equivalent.
- (2) No minimum experience necessary.
- (3) Supervisory experience preferred.
- (4) Secretary/office management experience preferred.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow written and oral instructions. Ability to research, problem solve and anticipate. Ability to work cooperatively with others. Ability to handle multiple tasks in a professional and courteous manner. Ability to create and maintain productive relationships with school and district counterparts. Ability to maintain confidentiality.

#### REPORTS TO:

Principal

#### JOB GOAL

To perform confidential secretarial duties. To support the Principal and other school employees. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Prepare, manage and update the district side of the school budget.
- \* (2) Transfer money between budget lines and maintain function/object balances.
- \* (3) Create District Purchase Orders, receive and inventory all items purchased with.
- \* (4) Submit current budget report to Principal.
- \* (5) Maintain current staff rosters, phone lists and mailboxes.
- \* (6) Update Emergency Operations Plans, including phone tree.
- \* (7) Keep records of all staff contact info and Certifications.
- \* (8) Establish accounts with online retailers.
- \* (9) Process credit card purchases via phone and online.
- \* (10) Enter correct budget codes into ItWorks for Pcard purchases.
- \* (11) Forward staff Purchase Card invoices/reports to District Purchasing Department.
- \* (12) Produce flyers, invitations and programs for school events.
- \* (13) Order, inventory and issue equipment and supplies to teachers and staff.
- \* (14) Troubleshoot invoices to ensure proper payment.
- \* (15) Request and process refunds and returns, when necessary.

## CONFIDENTIAL SECRETARY – K-8 (Continued)

- \*(16) Create and distribute weekly staff calendar/newsletter.
- \*(17) Maintain school calendar, online calendar and marquee.
- \*(18) Medication trained/Backup Nurse
- \*(19) Backup Computer Operator (Attendance, HAC, Registrations)
- \*(20) Process leave forms, maintain a detailed report of staff absences and prepare payroll.
- \*(21) Monitor changing payroll procedures to ensure proper pay.
- \*(22) Enter timecards for staff on FMLA/Workman's Comp
- \*(23) KeepNTrack Administrator
- \*(24) Assist in Front Office (greet parents/students, answer phones, greet visitors, etc.).
- \*(25) Complete Employee Accident Reports and Worker's Compensation paperwork.
- \*(26) Complete and submit Incident Reports to School Services.
- \*(27) Complete Student Accident Reports and provide school insurance paperwork, upon request.
- \*(28) Travel to District Office, other schools and to Post Office, when necessary.
- \*(29) Shop for various items for the school.
- \*(30) Maintain appropriate files (Personnel, Substitute Plans, Pcard purchases, Budget Transfers, Purchase Orders, Substitutes, Trainings, Applicants, Interviews, etc.)
- \*(31) Develop new forms for school use.
- \*(32) Utilize Applitrack to post job vacancies and recommend applicants for hire.
- \*(33) Utilize HR Eportal to enter status updates/changes, in-house transfers, FMLA/LOA/Workman's Compensation requests.
- \*(34) Process the disbursement of "A School" money to current and former employees.
- \*(35) Process paperwork for rental of school, including Facility Use Agreements and Proof of Insurance.
- \*(36) Maintain Field Trip calendar and log.
- \*(37) Receive all incoming packages (Purchase Orders, online purchases, deliveries).
- \*(38) Coordinates substitutes for absences, LOA's, vacancies, etc. Enter appropriate budget codes to ensure payment.
- \*(39) Follow up on administrative orders to check for compliance.
- \*(40) Monitor District 800 megahertz radio.
- \*(41) Compose and prepare memoranda/letters.
- \*(42) Maintain Principal's calendar, answer calls and greet visitors.
- \*(43) Cover duties, as needed, including ISS, Extended Day, lunch duty, bus duty, hall duty, etc.
- \*(44) Process employee Supplements
- \*(45) Process athletic coach paperwork
- \*(46) Request free products/coupons/giveaways
- \*(47) Communicate with 911 and District personnel in emergency situations. Liaison with law enforcement and School Resource Officer.
- \*(48) Schedule and provide school tours to relocating families.
- \*(49) Schedule instructional Observations and non-instructional evaluations.
- \*(50) Process Out-of-Field letters for instructional staff.
- \*(51) Coordinate HR End of Year Process for all staff.
- \*(52) Ensure evaluation and proper documentation/pay for long-term substitutes.
- \*(53) Create PAF's and One-Time-Use forms for unique circumstances.
- \*(54) Ensure proper signage of all employee contracts, W-2's and reappointment letters.

## **CONFIDENTIAL SECRETARY – K-8 (Continued)**

- \*(55) Request and process travel for Administrators and staff (hotels, conference registrations, parking, etc.)

### **Expectations of All Employees**

- \*(56) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(57) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- \*(58) Ensure adherence to good safety standards.
- \*(59) Maintain confidentiality regarding school/workplace matters.
- \*(60) Model and maintain high ethical standards.
- \*(61) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(62) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(63) Demonstrate initiative in the performance of assigned responsibilities.
- \*(64) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

### **Inter/Intra-Agency Communication and Delivery**

- \*(65) Meet with teachers regarding fund-raisers.
- \*(66) Assist all employees with payroll questions and Human Resource issues and call for answers/solutions to concerns.
- \*(67) Serve as a liaison between staff and the District office personnel (Benefits, Payroll, etc.).
- \*(68) Communicate effectively with parents, vendors, staff and administrators.
- \*(69) Keep supervisor informed of potential problems or unusual events.
- \*(70) Respond to inquiries and concerns in a timely manner.
- \*(71) Serve on school/District committees as required or appropriate, including Leadership Planning Team, Safety Committee, Fundraising Committee, Liberty Parade Committee, Character Counts Committee, etc.
- \*(72) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(73) Represent the District in a positive and professional manner.

### **Professional Growth and Improvement**

- \*(74) Participate successfully in training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

### **System Support**

- \*(75) Exhibit interpersonal skills to work as an effective team member.
- \*(76) Set high standards and expectations for self and others.
- \*(77) Demonstrate support for the School District and its goals and priorities.
- \*(78) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(79) Prepare all required reports and maintain all appropriate records.
- \*(80) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**CONFIDENTIAL SECRETARY – K-8 (Continued)**

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

This position may be required to work beyond a 40-hour work week on an as-needed basis.

Classification: Administrative, Managerial, Confidential

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

**POSITION CODE:** 73091

**PAY GRADE:** CMG0D

**FLSA STATUS:** Non-Exempt

**BOARD APPROVED:**

**REVISED:** June 2016