

**TITLE: Staff Support Secretary**

**CLASSIFICATION: STAFF SUPPORT SECRETARY**

**QUALIFICATIONS:**

1. High school diploma or G.E.D. certificate.
2. Two years of increasingly responsible and varied secretarial and clerical experience.
3. Must meet the requirements for a criminal record check as specified by Kentucky State Law.
4. Must meet health requirements as specified in district personnel policy.

**REPORTS TO:**

Principal

**JOB GOAL:**

To perform a variety of responsible secretarial and clerical duties to assist a designated supervisor, including a principal, principal's secretary, guidance counselor or program supervisor.

**CRITICAL SKILLS/EXPERTISE REQUIRED:**

KNOWLEDGE OF

1. Modern office practices, procedures and equipment.
2. Receptionist and telephone techniques and etiquette.
3. Research techniques, practices and procedures.
4. Financial and statistical record-keeping techniques.
5. Correct English usage, grammar, spelling, punctuation and vocabulary.
6. Oral and written communication skills.
7. Applicable sections of Kentucky Administrative Regulations and other applicable laws.
8. Interpersonal skills using tact, patience and courtesy.
9. Operation of office machines including computer equipment.

**ESSENTIAL JOB FUNCTIONS:**

ABILITY TO:

1. Perform a variety of secretarial and clerical duties to assist a building Administrators, Guidance Counselors and program supervisors, with routine administrative details and general clerical tasks.
2. Learn, interpret, apply and explain school and District policies, rules and objectives of assigned school or program.
3. Understand and interpret rules and written directions and apply to specific situations.
4. Compose correspondence independently.
5. Perform duties effectively with many demands on time and constant interruptions.
6. Type at an acceptable rate of speed.
7. Establish and maintain effective working relationships with others.

8. Meet schedules and time lines.
9. Maintain records and prepare reports, including financial records.
10. Work confidentially with discretion.
11. Communicate effectively both orally and in writing.
12. Understand and follow oral and written directions.
13. Work independently with little direction.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Perform a variety of secretarial and clerical duties to assist with the routine operation of the school.
2. Assist with office activities related to a school or program; assure the compliance with district policies and time lines; take and relay messages and information.
3. Type and prepare a variety of reports.
4. Greet visitors and answer phone calls; answer questions, provide information or direct to appropriate person; open, sort and distribute mail and other written communications.
5. Schedule appointments and meetings.
6. Assist students with registration, orientation and student records; request records for new students and distribute records of withdrawn students to appropriate school.
7. Compute and compile information and prepare statistical reports.
8. Prepare and maintain records, files and lists as required.
9. Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data; proofread and edit materials.
10. Coordinate schedules and meetings.
11. Provide information over the phone or in personal contacts as appropriate; route calls as necessary.
12. Operate a variety of office machines, including a computer, typewriter, copiers and calculator.
13. Demonstrates loyalty and dedication to the purposes and goals of the Warren County Public Schools.
14. Performs related duties as may be assigned.

#### **ADDITIONAL DUTIES FOR TITLE I FUNDED POSITIONS:**

1. Serve as a liaison between the school, parents and students.
2. Maintain knowledge of available resources for students/parents.
3. Maintain knowledge of Title I parent involvement goals and requirements.
4. Learn, interpret, apply and explain Title I policies, rules and objectives of assigned school or program.
5. Assist the Title I instruction staff in implementing a home-school, communications network relating to the academic and other needs of the students.
6. Assist with parent workshops.

#### **TERMS OF EMPLOYMENT:**

1. Number of days worked will be determined by the current school calendar adopted by the Board.
2. Salary commensurate with adopted classified personnel salary schedule.
3. Sick leave and emergency leave as stated in board policy.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel. Evaluation will be conducted by the principal and/or designee.

I \_\_\_\_\_ have read and understand the terms  
(name of employee)

set forth in this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed

Revised, 2007-2008 School Year  
Revision: 11/08/2010  
Revision: 10/10/2011