



Wickliffe City School District

Job Description

Title:	Secretary – Building		
Reports:	Building Administrator		
Job Goal:	The Secretary (Building) performs a wide variety of tasks to ensure the smooth, accurate and efficient operation of the main office. The Secretary (Building) possesses a mastery of office procedures, software, and organizational skills; demonstrates the ability to assume responsibility with direct supervision; exercises initiative and judgment to handle matters in an expedient manner; researches and abstracts information and supporting data for projects and reports; and makes decisions within the scope of assigned authority to best serve the Wickliffe City School District staff and community.		

Job Description

Qualifications:

1. High School diploma or general education degree (GED)
2. Two to three years related experience desired
3. Training and/or experience which evidences advanced knowledge of Microsoft Office Suite, secretarial duties, and communication skills (verbal and written)
4. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Essential Functions: (not ranked in order of importance)

1. Perform receptionist duties
2. Perform routine office duties
3. Field phone calls, emails, answer questions and/or forward calls and emails to the appropriate party
4. Forward attendance records to the district registrar and assist with school attendance during the school day
5. Establish and aid in establishing office procedures, filing, record-keeping, and other office routines
6. Type, format, edit, proofread and distribute documents (some of a confidential nature), including, but not limited to: correspondence, calendars, programs, certificates, minutes, reports, etc.
7. Maintain records management systems for paper and electronic files in compliance with the records retention policy
8. Assist the building administrator in planning and organizing building-wide events
9. Prepare and facilitate district-wide and building-wide mailings
10. Research, create, revise and/or distribute reports
11. Maintain knowledge of school functions and events
12. Operate varied pieces of office equipment
13. Organize various office functions, including but not limited to: staff mailboxes, copier/printer repair, paper ordering, student emergency medical cards, student forms, and necessary repairs to office equipment
14. Make contacts with the public with tact and diplomacy
15. Assist with building inventory procedures
16. Maintain the building-level credit card and coordinate usage with the District Financial Secretary (Building) and/or Treasurer/CFO.
17. Enter PO requisitions for building purchasing
18. Maintain respect at all times for confidential information, e.g., student records
19. Interact in a positive manner with staff, students and parents
20. Promote good public relations by personal appearance, attitude, and demeanor
21. Work collaboratively and collegially with other employees
22. Assist the Building Administrator with correspondence, telephone messages, appointments etc.



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23. Maintain the staff workroom and office storage areas
24. Coordinate the ordering of supplies
25. Coordinate daily substitute personnel and employee coverage needs
26. Other duties as required.

Other Duties and Responsibilities:

1. Demonstrates regular and punctual attendance
2. Demonstrates a positive work ethic
3. Respond to routine questions and requests in an appropriate manner
4. Possess a working knowledge of the building/District emergency procedures
5. Works cooperatively with others
6. Perform other duties as assigned by the Building Administrator

Required Knowledge, Skills and Abilities:

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Ability to handle a multitude of tasks simultaneously and in a timely manner

Equipment Operated:

1. Computer
2. Calculator
3. Telephone
4. MFP Devices
5. Electric shredder
6. Motor vehicle

Additional Working Conditions:

1. Frequent repetitive hand motion. e.g., computer keyboard, typing
2. Frequent interruption of duties by visitors, staff and/or telephone
3. Occasionally required to work overtime, evenings, and/or weekends
4. Regular requirement to sit, stand, walk, read, hear, see, speak, reach stretch with hands and arms, crouch, kneel, climb and stoop
5. Occasional requirement to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds
6. Occasional requirement to travel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the Athletics/School Counselor Secretary. The Secretary (Athletics and School Counseling) will be required to follow the instructions and perform the duties required by the supervisor.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the



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requirements of my position.

	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time