

**Roswell Independent School District
Job Description**

Job Title: HIGH SCHOOL SECRETARY

Reports To: PRINCIPAL & ASSISTANT PRINCIPAL(S)

General Job Description:

Working under general supervision, provide general secretarial support to the Assistant Principals. Greet and assist students and parents. Assist staff and principal with specific tasks as required by the supervisor.

Essential Duties and Responsibilities:

1. Perform general office duties for Assistant Principal(s).
2. Perform duties relating to athletics/activities under the direction of the High School Athletic Director.
3. Perform receptionist duties as needed. Greet visitors to school; answer phone calls, monitor traffic in and out of the building, issue and check appropriate passes. Direct visitors or callers to an appropriate individual or complete the appropriate documentation.
4. Provide assistance to parents and students as necessary. Provide and assist with enrollment forms, withdrawal forms and transfer of student information as necessary. Assure proper documents are received; explain policies and procedures to both parents and students as needed.
5. Maintain files and records as required.
6. Assist substitutes with appropriate paperwork and answering questions.
7. Provide general secretarial support for principal(s) and staff.
8. Issue student ID's.
9. Post daily Athletic excuse lists.
10. Maintain confidentiality with sensitive matters.
11. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
12. Report to work on time and work no less than 7 hours per day.
13. Work independently with very little supervision.
14. Attempt to deescalate parents, students and staff; listening/visiting with them about their concerns prior to them meeting with administrators.
15. May be required to perform other related functions as assigned by your supervisor.

Other Duties and Responsibilities:

1. Prepare Website for school.
2. Maintain SubFinder when Administrative Assistant isn't available.
3. Assist with Registrar duties when needed.
4. Assist at Receptionist desk when needed.
5. Prepare and make announcements when necessary.
6. Issue copy codes to staff.
7. Compile and submit Student of the Month information.
8. Maintain lost and found items for both staff and students.
9. Accept, count and deposit revenue in the absence of the bookkeeper.
10. Issue Saturday School letters weekly.
11. Maintain Saturday School and Wednesday detention lists.
12. Inventory and distribute received items in the absence of the bookkeeper.
13. Compile and distribute all necessary paperwork for students at the beginning of the year (5130's, student data verification sheets, planners, etc.).
14. Receive and distribute incoming and outgoing district and US mail.
15. Bell Schedules as needed.
16. Assign Student lockers.
17. Maintain Copy machines.
18. Assist with Academic Awards Assembly.

Supervisory Responsibilities:

Supervise student aides.

HIGH SCHOOL SECRETARY (CONT'D)

Qualifications:

1. High School diploma or GED
2. One year experience in a clerical position.
3. Knowledge of computer systems, including data bases and word processing programs.
4. Manage personal and professional tasks through the use of technology.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date