MOUNT HEALTHY CITY SCHOOLS
JOB DESCRIPTION

TITLE	School Secretary	**PAY GRADE**	12 MONTH SECRETARY III
JOB CATEGORY	Secretary	**FLSA**	Nonexempt
REPORTS TO	Reports to the Principal	**POSITION TYPE**	Full-Time (260 Days), Bargaining Unit

This description is intended to indicate the kinds of tasks and levels of work difficulty required of this title. This description is not intended to limit or in any way modify the rights of management to assign, direct, and control the work of employees under supervision. The listing duties and responsibilities shall not be held to exclude other duties assigned that are of similar kind or level of difficulty.

POSITION SUMMARY:

Under general supervision, welcomes visitors, students, and parents/guardians to assigned MTHCS school building. Creates and organizes all student records in alignment with District policies & procedures. Performs moderately complex clerical and office support services. Assists with school building events as requested.

ESSENTIAL DUTIES:

- Greets visitors to MTHCS via face-to-face, phone, and electronic methods, and directs visitors to the appropriate staff. Provides high quality customer service to visitors and prospective students/parents/guardians.
- Provides information to building visitors and staff regarding school programs and services. Responds to face-to-face phone and electronic inquiries from the public. Routes visitors and messages to appropriate staff for more detailed services.
- Performs moderately complex clerical and office support services including but not limited to customer service, monitoring student attendance, arranging for substitute teachers, filing, copying, transcribing, schedule management, processing classroom assignments and scheduling for new students, student record maintenance, mail sorting and delivery, and data entry.
- Monitors and records daily student attendance. Enters student attendance information into database(s) for inclusion in student records. Process absence documentation per District policies & procedures. Educates parents/guardians on required documentation to support proper attendance processing.
- Serves as the liaison between the transportation department and school staff, students, and parents/guardians. Communicates transportation changes to school staff, parents/guardians, and students. Records bus-based student incidents and forwards information to school administrators for further action.
- Partners with appropriate District staff to arrange for and secure substitute teachers to temporarily provide classroom instruction in the absence of the regular teacher.
- Reviews student records and corresponding database(s) entries to ensure data integrity. Communicates with parents/guardians regarding outstanding and/or updated enrollment documents (i.e., residency and custody verification, etc.). Re-organizes and transitions student files in preparation for the upcoming school year.
- Develops and delivers welcoming communications to parents/guardians of new students. Educates new parents/guardians about the teacher/classroom assignment, school calendar, policies & procedures, school supplies, etc. Sends formal notification to parents/guardians regarding disciplinary action decisions.
- Proofreads report cards prior to finalization. Distributes report cards and other school-wide mailings (i.e., back-to-school, kindergarten orientation, etc.) on behalf of the assigned school building.
- Monitors and records financial transactions (i.e., fee payments, fund raising receipts, etc.). Prepares & makes deposits and submits requisitions for school expenditures.
- Accepts, logs, sorts, and delivers incoming mail and parcels to appropriate school staff. Arranges for outgoing mail, and parcel pickup by mail/shipping companies.

- Orders and maintains inventory of office supplies and equipment. Submits service requests with the appropriate District departments to troubleshoot and resolve technology, office equipment, and building issues.
- May maintain and disseminate school contact directories.
- Collaborates with internal and external partners on special projects as assigned.
- Performs other duties as assigned.

LEVEL OF SUPERVISION:

No supervision responsibilities. Monitors expense budgets. May temporarily report to other District leaders on special projects and/or initiatives.

MINIMUM QUALIFICATIONS:

- Successful completion of High School Diploma or equivalent.
- At least one year of secretarial experience in an educational environment.
- Knowledge of Ohio Revised Code statutes related to student care (i.e., foster care, homelessness, custody, grandparent power of attorney, death of relative, etc.).
- Good knowledge of MTHCS enrollment & record keeping systems and databases.
- Good organizational, analytical, and bookkeeping skills.
- Good relationship building, communication, and presentation skills with internal and external partners. Strong interpersonal relationship skills including cultural sensitivity & competence.
- Good typing skills to develop correspondence.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.).
- Ability to efficiently multi-task and work independently on a daily basis.
- Ability to preserve confidentiality of school building, staff, and District information.

CLEARANCES:

Criminal Justice Fingerprint/Background Clearance (FBI/BCI)

WORKING CONDITIONS:

- Performance of duties requires constant reaching, handling, talking, hearing, and repetitive motions, Frequent standing, walking, sitting, and eye/hand/foot coordination. Occasional lifting (no more than 30lbs), carrying, stooping, kneeling, and crouching.
- Performance of primary duties takes place in a school environment with occasional exposure to adverse environmental conditions. Frequent light physical effort.

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. Mount Healthy City Schools (MTHCS) is an equal opportunity employer and does not discriminate against individuals regardless of race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability in its programs, activities, and employment policies. MTHCS fully supports the hiring and employment of individuals with physical or mental disabilities who meet the job qualifications, so long as the individuals are able to perform the essential duties of the position with or without reasonable accommodation.