



Job Description

Position: School Secretary

Status: Full Time, Non-Exempt, Non-Faculty

Reports to (direct): Enrollment Director

Reports to (indirect): Principals

Supervises: n/a

Hours: Scheduled Monday through Friday, Working 40 hours per week, scheduled year-round

Position Summary:

The School Secretary is responsible for performing a variety of clerical and secretarial functions to order ensure the smooth operation of the school. Assignments are generally routine in-nature and are carried out according to general work instructions and established office practices, procedures, and precedents.

Duties/Essential Job Functions:

- Professionally answers incoming phone calls. Takes messages from callers and routes appropriately. Note: Teachers are not to be disturbed during class. Place messages in teachers' mail box.
- Routes all calls from callers requesting specific information about hiring teachers; visiting the school, or purchasing materials to the Principal.
- Keeps information confidential: does not give any information about students, teachers, or personnel over the phone before consulting with the Enrollment Director.
- Handles illness and emergency notification: Ill children will be sent to the office with a note from his/her teacher, stating to call home and have someone pick up the child. The School Secretary instructs the child to return to his/her room and wait until the parent arrives. Children shall not be left unattended, even in the nurse's room. If the nurse is in school, the School Secretary shall send the child to the clinic. If the parent cannot be reached, contacts other people listed on the emergency card on file in the office. Informs the teacher of the student's condition.
- Handles mail: sorts the incoming mail and places it in each teacher's box. Routes all mail that is not directed to a specific person to the Enrollment Director's desk.
- Maintain a presence in the school office: The office should not be left unattended during school hours. Note: lunch should be taken after the children's lunch hour.
- Handles visitors: All visitors should be taken care of promptly. If there is to be a tour of the school, it will be arranged by the administration.
- Handles all parents: Parents may not be directed to a child's classroom.
- Handles transportation tasks including applications, bus tickets, attending transportation meetings.
- Handles and submits a report to the Cleveland Municipal Schools Transportation Office as requested concerning transportation.
- Maintains attendance records for students. Contacts homes of absent students and records all data.
- Prepares and collates materials for white envelope each month. Prepares envelopes, distributes to homerooms and ensures that all are returned.
- Assists the Enrollment Director with clerical or secretarial tasks as needed.
- Handles the Cleveland Scholarship Tutoring Program.
- Schedules fall and spring parent-teacher conferences. Attends conference nights/times as directed.
- Schedules field trips.
- Handles filing, and maintenance of filing system.
- Prepares reports and correspondence as requested.
- Takes notes/minutes at meetings and transcribes as-requested.
- Completes training on required topics and/or systems as requested including, but not limited to, Discipline without Stress and Education Edge.
- Performs other duties as assigned.

Minimum Qualifications:

- Working knowledge of office procedures. Associate's degree preferred, but not required.
- At least three years of experience in similar school secretarial role.
- Detail oriented with excellent organizational and time management skills.
- Strong computer abilities and proficiency in databases, word-processing, spreadsheets and learning new software.
- Excellent communications skills; verbal, written, interpersonal.
- Service oriented with ability to effectively interact with students, parents, teachers and administration.
- Ability to work with confidential information.
- Resourceful with ability to work independently.
- Willingness to participate in skills enhancements and professional development.

- Ability to work well under time demands and to perform multiple tasks.
- Maintains a positive , welcoming attitude.
- Appropriate technical skills, including previous use of the following: Microsoft Word, Excel; Database; Internet, E-mail, Desktop, Education Edge, publishing, fax, copier, printer, scanner.

Acknowledgment

I have received, reviewed and fully understand the job description for School Secretary (FT). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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