

NEW SUMMIT CHARTER ACADEMY



Job Title: School Secretary

Reports to: Office Manager

Salaried or Hourly: Hourly

FSLA Status: Non-Exempt

Annual Days: 203

Salary Range: \$11.10 – \$16.50 per hour

SUMMARY: Responsible for providing clerical support for the Secondary School Support team, assisting the achievement of students by gathering and processing data and budget information for grant related reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential functions, responsibilities, frequencies, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequencies, and percentages may vary depending upon building assignments and other factors. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain and complete grant paperwork. Enter and correct and maintain accurate records .
- Assist in preparing and compiling documents for presentations. Schedule and notify members of the meetings.
- Answering phones, receiving and disseminating mail and operating and maintaining office equipment.
- Assist in preparation of state and federal reports and maintain effective record keeping system.
- Review, compose and answer correspondence and memorandums. Compile, store and retrieve management data using computer.
- Coordinate collection and preparation of time and attendance records.
- Establish and maintain effective communication and working relationships with staff, government agencies and community.
- Perform other specific duties required.

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

EDUCATION AND TRAINING:

- High school diploma or equivalent, plus specialized courses in basic word processing and computer skills.

EXPERIENCE:

- Three years of experience in secretarial or office work, educational setting preferred.
- Experience working with contracts, budgets, state and federal grants preferred.
- Experience working with teachers, administrators, vendors and government agencies preferred.

SKILLS and KNOWLEDGE:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain records, correspondence, reports, meeting minutes and other documentation.
- Ability to build and maintain multiple web pages.
- Ability and willingness to carry a pager, be on call and/or respond to calls based on assignment.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Criminal background check required for hire.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with various software packages including Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, and FrontPage.
- Operating knowledge of and experience with general office equipment, including telephones, copier, and fax machine, etc.
- Operational knowledge of current financial database required within 1 month of hire.

SUPERVISION AND TECHNICAL RESPONSIBILITIES:

- This position reports the assigned Administrator.
- This position has no supervisory responsibilities.
- Acts as a resource for general office or clerical questions by answering questions or concerns.

SAFETY TO SELF AND OTHERS:

- Recognizes the importance of safety in the workplace, follows safety rules, practices safe work habits, and reports unsafe conditions to the appropriate administrator.
- No safety equipment is recommended or required.

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds

and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, and use interpersonal skills. Frequently required to copy, coordinate, instruct, compute, synthesize, evaluate, compile and negotiate.