

Galion City Schools Job Description

TITLE: SECRETARY 2

GENERAL DESCRIPTION:

Present a favorable image for the school system. Greet callers, place calls for staff, and deliver messages. To ensure the office's accurate, smooth, and efficient operation. Work cooperatively with students, teachers, parents, and administrators. Serves to support the school's main office and performs general office procedures, receptionist duties, office duties, correspondence, attendance functions, and reports pertinent to the school administrators.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Assigned building principal
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. High proficiency in office procedures, typing, computer programs, machines, and oral and written communication.
5. Demonstrates a sincere desire to aid all students.
6. High moral character and good attendance record.
7. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Complete Crisis Prevention Intervention (CPI) training within 60 days of hire.
3. Maintain a current CPI training status.
4. Assistants in the organization and supervision of lunchroom procedures.
5. Performs receptionist duties while maintaining a pleasant attitude; receives telephone calls, responds appropriately and correctly, and properly disposes of such.
6. Answers parent telephone calls about absences of students.
7. Collates and reports school-wide attendance functions.
8. Provides building-wide student supervision assignments as directed by the building administration.
9. Responsible for contacting parent(s)/guardian's home regarding absences to check for illness or suspected truancy (if not previously notified by parent(s)/guardian).
10. Supervises sign-in and sign-out of students during the school day.
11. Issues admission slips and approves sign-outs of ill students by calling parents.
12. Helps supervise ill students when a nurse is not available.
13. Administers medication by following school policies when needed.
14. Responsible for issuing tardy slips.
15. Responsible for signing student admittance slips (returning to building).
16. Conducts important contacts with the public/community and others requiring tact and diplomacy.
17. Maintains pupil data entry information in EMIS reports as necessary.
18. Responsible for compiling and maintaining total student enrollment permanent record book for absences and tardies.
19. Responsible for transferring daily absences and tardies from lists to permanent records.
20. Responsible for adding all absences, tardies, and transfers to scan sheets for grade cards at the end of each quarter.
21. Responsible for compiling figures for necessary reports.
22. Maintains an up-to-date listing of new and daily student entries, transfers, and withdrawals.
23. Process working permits for students when applicable; follow procedures per Board policy.
24. Responsible for assistance to substitutes as needed.
25. Supervising student assistants (when applicable), phone answering, and office assignments.
26. Assist with school photographs/prepare student lists for photographers/deliver photos to students/place photographs on proper records.
27. Demonstrates the ability to organize tasks to completion.
28. Identifies, analyzes, and solves problems.
29. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
30. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____