

HIGH SCHOOL SECRETARY
(Job Description)

A. Qualifications

Must meet such academic, professional and personal qualifications as the Board may specify

B. Reports to the high school principal

C. Job Goal

To assist the high school principal and staff in the day-to-day operation of the school and to assist students who come to the office.

D. Terms of Employment

Wages, hours and conditions of employment shall be in accordance with the West Salem School Employees Association contract

E. Evaluation

Performance shall be evaluated in accordance with provisions of the Board's policy on personnel evaluation

F. Performance Responsibilities

The high school secretary shall:

1. Receive, monitor and administer all communications in the high school office.
2. Answer telephone calls and relay all messages for staff and students.
3. Respond to student, parent/guardian and staff requests (e.g. locate other students or staff members, issue passes, get supplies).
4. Help any student who becomes ill or is injured during the school day. This may include washing and/or bandaging an injury, applying an ice pack, taking temperatures, calling the school nurse or clinic if necessary and completing insurance forms.

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5. Do the high school principal's clerical work including typing, filing and preparing school bulletins.
6. Process, collect, record and monitor all purchase orders.
7. Every nine weeks, collect all commendation and deficiency reports from teachers, mail them to parents/guardians and prepare a master list of names for teachers.
8. Order general office supplies for the entire high school staff and distribute them as needed.
9. Type programs for school plays, music concerts, graduation ceremonies etc., when needed.
10. Help senior class advisors prepare for graduation.
11. Secure substitutes for staff members who are absent, submit pay slips to the district office and accurately log staff absences.
12. Be responsible for student attendance recordkeeping, call parents/guardians when a student is absent and prepare and file truancy, suspension and behavioral reports.
13. Perform such other duties as the high school principal may determine.
14. As a representative of the school district, you are expected to deal with the public in a courteous and professional manner.

CROSS REF.: 526, Staff Evaluation
West Salem School Employees Association
Contract

APPROVED: February 13, 1992

REVISED: January 9, 1996

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