



FOLEY PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: Administrative Secretary-High School

Revision Date: Summer 2021

Last Classification Review: 10/11/2021

Exempt Status: Non-Exempt

Department: High School Office

Reports To: Principal

Job Summary:

Under the direction of the High School Principal, the Administrative Secretary-High School is responsible for performing a variety of administrative support and clerical functions for the office and in support of the Principal and building staff to include such representative tasks as monitors building absences and locates substitute staff; handling enrollment and registration activities; prepares purchase orders for building purchases; maintaining student information, MARSS data and various building reports; assists in making arrangements and coordinating various events, building activities or special events; or other related duties as required.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Performs general customer service functions and general clerical functions within the High School office. Performs such duties as:
 - a) Answers department phones and greets students, visitors or the public coming to the office. Provides routine information and/or directs parties to appropriate personnel, as indicated.
 - b) Types correspondence, generates reports, and/or distributes correspondence, forms, reports, class lists or other materials at the request of Principal or staff.
 - c) Provides back-up support to other office personnel in assisting the public, student and staff coming into the main office.
 - d) Addresses problems or concerns within area of responsibility and accountability.
 - e) Monitors the main entrance to the building. Signs students in/out of the building.
- Handles and implements district processes and procedures to enroll and register new students or transfer out students. Tracks and monitors enrollment data and percentages for ALP, PSEO and shared students.
- Enters, updates and codes all high school, ALP, shared school students, after school programs and summer school programs in MARSS system for state reporting and funding information. Updates includes coding for transportation, special education, homeless, PSEO, gifted/talented, open enrollment, etc.

- Enters and updates all necessary data in the student information system (Infinite Campus) including email addresses, contact numbers, parent information, emergency contacts, locker assignments, etc.
- Utilizes the AESOP program to locate, fill and reconcile AESOP unfilled absences and records for licensed , secretarial and educational assistant positions. Provides direction and assistance to incoming substitutes. Maintains leave records, reconciles leave information, hours and comp time for payroll.
- Prepares purchase orders from staff requisitions, obtains authorizations and submits purchase orders. Monitors and assures purchase orders are received, accurate and completed.
- Provides administrative support and assistance in the coordination and making of arrangements for various HS special events, meetings, or operational issues.
- Maintains, creates, and updates teacher schedules, supervisory schedules, school calendars, locker assignments, key inventories or other schedules or records.
- Receives building MARSS error reports. Researches and resolves inaccuracies to correct building MARSS data. Generates required and ad hoc building reports required by District, MDE or building personnel.
- Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of High School Diploma and 1-3 years prior administrative support experience and/or a combination of equivalent education and experience to perform the essential duties of the job.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- General office procedures and practices.
- Office etiquette and customer service procedures and routines, and office equipment.
- Student recordkeeping processes and operations including specialized district software for registration, enrollment, state reporting, student information maintenance, building financial records, etc.
- MARSS coding and maintenance activities.
- Fundamentals of computer operation and use.
- Familiarity with general office productivity software (e.g., word processing, spreadsheet, internet browsers, email programs, etc.)
- District and building policies and procedures and administrative operational requirements.

Essential Skills Necessary To Perform The Work:

- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, confidentiality, informational assistance, and discretion in dealing with employees, students and the public.
- Applying and using word processing applications, spreadsheet applications and specialized database applications (e.g., Google APPS, Infinite Campus, AESOP, SMART, etc.).
- Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Coordinating, planning and making arrangements for various special events, meetings, projects, etc.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Fundamentals of business grammar and basic business math.
- Implementing and maintaining a variety of student records/files within the building; enrollment and registration processes.
- Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.

- Providing confidential and secretarial support to the building administrator in the preparation of correspondence, letters, parent notifications or other correspondence.

Work Environment:

Work is performed typically in a school office setting. Work environment presents minimal risks or hazards associated with the work.

Physical Job Requirements:

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 10 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.