

WAYNE COUNTY SCHOOLS JOB DESCRIPTION

Position: Day-To-Day Substitute School Secretary

Evaluated by: Building Principal/Assistant Principal

Job Description: The School Secretary works cooperatively with the principal, assistant principal and other school staff to ensure that correspondence, reports, records, files and other activities assigned to the Secretary are addressed in an efficient and effective manner.

Qualifications: Holds a high school diploma or GED.
Holds "Secretary" classifications.
Has knowledge and skills necessary to operate a personal computer.

Length of Employment: Day-To-Day Substitute

Responsibilities: The School Secretary shall have the following responsibilities and duties:

1. To type all letters, reports and memoranda assigned by the principal and/or assistant principal.
2. To properly file all correspondence and other relevant information in assigned areas of responsibility.
3. To use the county-approved financial computer software to maintain accurate financial records for school checking accounts, purchase orders, nutrition program, if applicable, and other programs as assigned.
4. To secure correct daily participation counts in the breakfast and hot lunch programs as assigned.
5. To receive and relay telephone messages for school staff.
6. To receive parents and guests to the school.
7. To properly use office equipment in assigned areas of responsibility.
8. To maintain all information and uphold data integrity for student static data, attendance, grading, address, and scheduling. Maintain rules for student confidentiality and student add/drop rules.
9. To assist principal in entering all purchase requisitions for county money through the software program provided.
10. To assist principal in verifying payroll data entry and employee absences through the software programs provided.
11. To perform other duties as assigned by the principal and/or assistant principal.

Work Habits: The School Secretary shall exhibit the following work habits:

1. Maintains work habits that facilitate a positive work environment.
2. Displays knowledge within assigned area(s) of responsibility.
3. Maintains, completes and submits required reports in a timely fashion.
4. Maintains and/or upgrades skills within area(s) of responsibility.
5. Follows county rules and regulations.
6. Performs duties efficiently and productively.
7. Maintains a high quality of work.
8. Displays behaviors that enhance the development of students.