

Job Title:	Middle School Secretary
Reports To:	Middle School Principal
Supervises:	Not Applicable
Job Goal:	To support increased student achievement by providing efficient clerical and administrative assistance to the middle school principal and supporting the effective daily operation of the middle school office.
Employment:	Hourly wage to be determined by the Board of Education. At-will for the first year of employment. Employment will be considered annually after the first year of employment. The position is non-exempt under FLSA status. Salary commensurate with skills and experience with \$15.00 per hour being the rate that may be adjusted based on skills and experience. The contract is for eight hours per day for 195 days annually.
	Requirements: High school diploma or equivalent; effective written and oral communication skills; good interpersonal, organizational, and office management skills; experience in using Microsoft Word, Excel, and PowerPoint; ability to use student information systems and other school-related software; ability to maintain accurate and confidential records; and the ability to complete assignments with minimal supervision and to work under pressure to meet demanding deadlines.

GENERAL RESPONSIBILITIES: These statements are intended to describe the general responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required:

1. Receive and greet all visitors and calls in a professional, polite, and tactful manner; provide assistance as appropriate; refer visitors and calls to other employees, officials, or departments as warranted; follow established visitor and school security procedures;
2. Maintain office equipment, supplies, and inventory cabinets in an orderly manner for department use; monitor supplies and request replenishment as needed;
3. Send, receive, process, file, and distribute records such as student transcripts, student files, cumulative records, and other student-related documents in a timely manner in accordance with district procedures and applicable laws;
4. Collect money from activity fund sponsors and submit to the Activity Fund Custodian as necessary in accordance with district procedures;
5. Track employee leave and submit completed leave forms and other required personnel documentation to the administration office;

6. Contact and schedule substitute teachers as necessary and assist with daily substitute teacher needs and related documentation;
7. Compose and edit correspondence, memoranda, forms, reports, notices, and other materials for the principal;
8. Complete student enrollment processes including meeting with parents and new students, collecting required documents, verifying student data, and processing student withdrawals and transfers in accordance with district procedures;
9. Maintain accurate student attendance records; receive and enter student absences and tardies; contact parents/guardians regarding attendance as directed; process student check-ins and authorized early dismissals; and prepare or distribute attendance reports as required;
10. Distribute incoming mail appropriately and send outgoing mail daily;
11. Fill the site copier with paper and toner as needed and report equipment problems to the appropriate personnel;
12. Receive, securely store, maintain, track, document, and administer/distribute medications to students in accordance with applicable law, district policy, written authorization, and required training; maintain required medication administration records and communicate with parents/guardians and appropriate school personnel as necessary;
13. Maintain confidentiality as required and appropriate regarding students, employees, families, and others, including confidential and personally identifiable information contained in paper and electronic records;
14. Assist in planning and scheduling school events and activities, coordinating with other site/district staff as necessary, and maintain a calendar of school and student events. Examples include new student enrollment, professional development activities, Back to School Night, field trips, site events and activities, assemblies, conferences, etc.;
15. Prepare purchase orders for the purpose of submitting to Activity Clerk/Encumbrance Clerk as appropriate;
16. Schedule appointments with students, parents, teaching staff, and others as requested; maintain the principal's calendar and assist with scheduling meetings and conferences;
17. Receive and route maintenance, transportation, technology, and other facility or operational requests to the appropriate district personnel as needed;
18. Assist with routine parent, student, and staff communications, including telephone calls, notices, correspondence, and other communications as directed by the principal;

19. Utilize Microsoft Word, Excel, PowerPoint, email, student information systems, and other district software applications to provide administrators with appropriate documentation and resources as needed;
20. Ability to understand, apply, and use computers and software applications;
21. Ability to process paperwork accurately according to district procedures and applicable state and federal requirements;
22. Establish and maintain congenial and cooperative working relationships with students, parents, employees, administrators, other districts, and other people contacted in the course of work;
23. Display strong organizational and time management skills; prioritize multiple responsibilities; exercise appropriate judgment; and maintain accuracy while working under deadlines;
24. Assist with emergency, safety, and school security procedures as directed by the principal, including communication with parents, staff, emergency personnel, and district administration when appropriate;
25. Perform other duties and responsibilities as may be required by the Superintendent of Schools.

Sperry Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.