



SCHOOL SECRETARY

SUMMARY/SCOPE/GOAL

To ensure the smooth and efficient operation of the school so that the maximum positive impact on the education of children can be realized.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent required.
- Two (2) years of experience in a responsible office position. Public contact experience necessary. (Business college or relevant course work may be substituted for experience).
- Type at 40 correct words per minute.
- Knowledge of word processing and data entry applications as well as general office technology to specific job functions.
- Fundamental bookkeeping skills.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Serve as secretary and assistant to the administration at the assigned schools; arrange appointments, take calls, answer inquiries, and compose correspondence.
2. Perform the usual routines and practices associated with a busy, yet productive and smoothly run school.
3. Maintain school personnel records as required.
4. Receive and route incoming calls.
5. Maintain a daily teacher attendance log and records for substitute teachers.
6. Assist teachers in preparing instructional materials as requested.
7. Prepare payroll reports for instructional, non-instructional and administrative personnel, enter time records on the terminal.
8. Maintain a daily attendance log for non-instructional personnel.
9. At direction of principal, can be responsible for obtaining, scheduling substitutes, and class coverage.
10. May offer aid to ill and injured pupils; dispense medications. Medication custodian, responsible for clinic.

SCHOOL SECRETARY

11. Handle office communication requires the ability to handle disgruntled individuals and volatile situations.
12. Prepare and process a wide variety of records, reports, newsletters, printed programs, and athletic eligibility lists.
13. Operate and trouble-shoot school office equipment.
14. Complete database entries to include, but not limited to correspondence, work orders, payroll, management systems and expulsions process, etc.
15. Serve as the school level employee insurance processing agent.
16. Furnish information and assistance to students, parents, teachers, and classified staff.
17. May supervise clerical assistants in the performance of similar or related work.
18. Perform receptionist and /or bookkeeping duties as required.
19. Process all new employee and substitute records, appointment forms and reclassification forms. Monitor and maintain accurate records on all employees.
20. Daily monitoring and maintenance of employment application system for new employee applicants.
21. Complete supplement paperwork for all supplement positions.
22. Become a Notary or maintain commission.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Considerable knowledge of the operation and programs of the school system; considerable knowledge of office practices and procedures, grammar, spelling and business correspondence. Requires advanced computer skills including graphics, charts, spreadsheets, complex word processing, forms, and template development. Ability to exercise independent judgement, deal effectively and courteously with students, school personnel and the public. This is advanced and highly responsible work which involves a variety of secretarial duties in a school. Work may involve the supervision of various clerical personnel assisting the secretary. Involves the application of much independent judgment in the performance of duties assigned. Must be able to manage multiple tasks efficiently and effectively in stressful situations. Extensive oral and written communication skills necessary. Discretion is mandatory. May be required to be a Notary. Must be a self-starter and self-motivated individual.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Varies	DEPARTMENT:	Varies
TITLE CODE:	L3501	CONTENT BY:	Ellie Kelly – Human Resources
GRADE:	08	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	NB (Non-Exempt)	LABOR RELATIONS:	Karyle Green, Ed. D.
LAST BOARD APVD:	6/12/2001	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	VARIES - 10 to 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0		Developed	
1.1	10/1/2021	New Format	Ellie Kelly – Human Resources
1.2	10/20/2021	Updated requirements: job functions, and goal to correct to current technology standards.	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.