

JOB TITLE:	Secretary
EMPLOYMENT STATUS:	Full Time; Salaried; Non-Exempt
PAY GRADE:	Per Master Agreement
REPORTS TO:	Site Supervisor

POSITION DESCRIPTION: The secretary will contribute to the efficient operation of the school office by performing clerical and secretarial functions.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must possess:

- High School Diploma with a minimum of three years of secretarial experience;
- Excellent typing/keyboarding skills;
- Willingness and ability to work with students and staff as a team member;
- Proficient in Microsoft Office Suite or similar software and online database systems with the ability to learn new/updated systems;
- Willingness to jump in and learn new things in order to help our school community;
- Able to take on and execute short- and long-term projects;
- Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;
- Service minded, congenial, and courteous demeanor;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, multi-tasking, and organizational skills;
- Valid drivers' license, reliable transportation, and vehicle insurance;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

ESSENTIAL FUNCTIONS OF THE POSITION

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position.

An individual employed by the Butler Technology and Career Development Schools in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Arrive on time to work each regular work day;
- Be in attendance every regular work day, excluding long-term illnesses, maternity/ paternity leaves, and other unique circumstances;
- Welcome visitors and assist them expediently;
- Report the presence of unauthorized or atypical visitors;
- Facilitate the billing and payment of student instructional, student organization, and customer service account payments to include but not limited to reconciling balances and maintaining building level computer records;
- Process system all invoices generated through the main office;

- Secure substitute coverage when needed and review teacher absences against entries in the online leave management system;
- Coordinate in-house coverage of classes by contacting teachers on an as needed basis;
- Process secondary and adult concerns regarding building vending machines and service calls;
- Maintain files and tracking devices for the regular submission of teacher lesson plans;
- Maintain files and adequate supplies of district forms utilized by building staff;
- Provide back-up support and processing of the attendance dialer computer operations;
- Process all incoming and outgoing mail, forms, etc.;
- Maintain records and files as required;
- Maintain bulletin boards;
- Perform usual and customary office procedures;
- Coordinate/cooperate with others to assure the smooth operation of the office and its activities;
- Respond in a timely manner to requests for information and assistance;
- Operate and maintain office machines and equipment appropriate to the position;
- Use computers and other office machines to accurately input, retrieve and manipulate data to generate and transmit reports and correspondence;
- Follow regulations regarding the handling of money including district purchasing cards, purchase orders, purchasing cards, CTSO accounts, etc.;
- Project a positive image of career technical education;
- Model non-discriminatory practices in all activities;
- Prepare and disseminate routine correspondence;
- Confer with supervisor regarding progress, concerns and recommendations;
- Maintain appropriate inventory of supplies;
- Coordinate/relay oral, written and electronic messages;
- Plan and organize own work to prioritize activities;
- Meet deadlines (daily, weekly, monthly, quarterly, yearly);
- Maintain confidentiality in district matters;
- Continuously update and improve professional skills;
- Achieve and maintain technological proficiency with district operating systems and programs;
- Comply with all Board Policies and Administrative Guidelines;
- Comply with state and federal regulations which pertain to the position (e.g. OSHA, OCR);
- Efficiently manage assigned duties and train other employees as necessary;
- Maintain and troubleshoot copier/scanner/printer/fax problems; and to relay problems to service representatives when needed;
- Prepare and disseminate bulletins, newsletters and calendars;
- Gather information needed for projects and reports; assemble and organize the information;
- Prepare tables, charts, graphs, and statistical/numerical data in the proper format;
- Write admit slips and early dismissal slips for students; verify early dismissals;
- Complete, process, and/or submit/utilize reports and forms as the position requires;
- Perform other tasks, consistent with the position, as may be required.

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
- Help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board Policies and procedures; building policies and procedures; secretarial techniques and procedures, required reports; inventories; requisitions; emergency preparedness drills; current field-related software programs and applications, and state reporting.

Ability to: Interpret policies, procedures and regulations; follow instructions; communicate effectively; maintain files and reports; collect data; operate office equipment and systems, including creating and retrieving electronic mail on a regular basis; lift moderate amounts of weight up to 50 pounds and maintain equipment.

Skill in: Basic math, English, and communications, use of computer, copier/fax/scanner/printer, telephone, public address system.

EQUIPMENT OPERATED:

Computer, copier/fax/scanner/printer, telephone, public address system.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions; interaction with unruly students and adults; dust, hazardous chemicals, blood borne pathogens, and other contaminants; attends functions or performs duties outside normal working hours; travel to other facilities for professional duties.

Frequent: Prolonged periods of standing; moving and lifting supplies and materials up to 50 lbs.; seated computer/desk work; working under time constraints; operation of computer and related office equipment; exposure to moderate to loud noise levels. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. Regularly required to talk and hear.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

EVALUATION

Staff shall be evaluated in accordance with Board Policy and the Master Agreement

Reviewed and Acknowledged by: _____ Date: _____