

WELLSBORO AREA SCHOOL DISTRICT

ROCK L. BUTLER MIDDLE SCHOOL SECRETARY

Position Title: Guidance/Front Office Secretary

Job Goal: To assist the principal, head teacher, counselor, front office, teachers and nurse with secretarial support necessary to effect a meaningful and smooth operation of services for the school, students, parents and staff.

Reports to: Building Principal and Counselor

Qualifications:

1. High school diploma.
2. Type 40 words per minute with good grammar and punctuation, knowledge of general office skills, including the operation of basic office equipment.
3. Computer skills in the areas of word processing, spreadsheet, database management, e-mail and internet.
4. Helpful to have had some experience but, not necessary.
5. Must be able to lift up to 30lbs due to supplies.
6. Must be extremely confidential, punctual, and able to work with children. To be pleasant and confident.
7. Ability to work effectively with the public, staff and a variety of other individuals and groups.
8. Ability to be organized, to be able to multi task, establish priorities, work with multiple interruptions, determine proper procedures, work independently and carry out oral and written instructions.
9. Exercises initiative; displays self-motivation and uses considerable independent judgment.
10. Must have good phone and communication skills.
11. Exhibits standards of objectivity, emotional stability and moral character.
12. A clean, well-groomed personal appearance.
13. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
14. Must have required clearances. Criminal History Record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code). FBI Criminal History Record. Criminal History Record from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994 (Child Abuse Clearance).

Responsibilities: Note: The major responsibilities and specific duties are intended to describe the general nature of the tasks and position. They are not an exhaustive list of responsibilities.

1. Serves as receptionist in the guidance office and in the main office.
2. Maintains students' cumulative record folders and other records for incoming and outgoing students.

Attachment X-1B

3. Prepares transcripts and other special reports and information as needed for various organizations, court, etc.
4. Performs other typing and clerical duties as needed for counselor, principal, and head teacher relative to students, parents, staff, and so on.
5. Obtains assignments for students who are on extended absences due to illness, homebound instruction, etc.
6. Prepares updated information as requested on student academics, attendance, discipline, and so on.
7. Enters grade data into computer for grading, attendance and record purposes when necessary.
8. Enters course requests of students into computer for scheduling purposes. when necessary
9. Maintains student records and attendance in computer.
10. Prepares attendance reports for parents and keeps track of 10 day absences, unexcused absences, etc. Prepares reports for citations for principal for court purposes.
11. Prepares lists and academic awards for year-end assembly.
12. Maintains staff lists of building and keep updated.
13. Maintain Sub Finder information, substitute files, and substitutes.
14. Maintain Board Policy book in guidance office, principal office and head teacher office.
15. Assists principal with Pennsylvania State Testing
16. Assists with discipline paperwork and all information to the STAR PROGRAM regarding students.
17. Prepare information and paperwork for students for each year.
18. Teacher and aide letters and schedules. Keep schedules updated and update in all teacher/aide schedule books.
19. Maintain Rock L. Butler MS website school calendar/schedule star & type up Caught in the Act Awards (CITA) throughout the year.
20. Maintain Student and Staff Emergency Information Book, Emergency Plan Book and Emergency Bags.
21. Assists with crossing guards.
22. Assist with retention letters/pending summer school letters and summer school information.
23. Assist in answering door bell.
24. Assists with Data Collection Reports.
25. Helps distribute mail.
26. Maintains trophy case and display case in hallway outside office.
27. Other duties assigned by Building Principal and/or Guidance Counselor.

**Terms of Employment:**

1. Twelve month position.
2. Compensation as per district guidelines.

**Evaluation:**

Performance of this job will be evaluated by the building principal annually in accordance with the Board's policy on evaluation of support personnel. The principal shall confer with the counselor in this regard.