

**WELLSBORO AREA SCHOOL DISTRICT
JOB DESCRIPTION FOR
PART-TIME HIGH SCHOOL BUILDING SECRETARY**

1. **Position Title:** Part-Time High School Building Secretary
2. **Date Approved:** _____
3. **Reports to:** Building Principal
4. **Job Goal:** To assist the Principal in the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of students can be realized.
5. **Qualifications:**
 - a. High School diploma;
 - b. Type 50 words per minute; having knowledge of booking and general office skills, including the operation of basic office equipment;
 - c. Previous word processing experience preferred;
 - d. Three years' practical work experience in the secretarial field;
 - e. Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Performance Responsibilities:

1. Exhibits positive public relations and communications skills with teachers, administrators, students, parents, the public, and support staff;
2. Answers the phone in a pleasant manner and assists with incoming and outgoing calls;
3. Composes and assists with the preparation of correspondence, memos, newsletters, etc.
4. Maintains staff attendance records and accurate substitute teacher information, and submits such information for payroll as required;
5. Functions in compliance with district policies, rules, regulations, and procedures and serves as resource person on same;
6. Assists in the solution of student transportation problems related to lost students and missed buses;
7. Performs such other tasks and assume such other responsibilities as from time to time may be assigned by the Principal;
8. Maintains calendar for the School Athletic Van usage;
9. Maintains the student activity accounts which includes: counting/verifying funds, maintaining current balances within each account and monitoring withdrawals; makes weekly bank deposits; reconciles all student activity accounts twice a year;
10. Issues working papers;
11. Maintains all fundraiser requests and completion reports;
12. Handles all Mary Lou Putnam Fitness Center Memberships/Renewals. Issues access card for the Center. Maintains membership records online and in notebook.
13. Prepare Student of the Month Certificates and parental letters. Schedules monthly luncheon with the Rotary Club. Schedules pictures for the Wellsboro Gazette.
14. Maintains the vending machines in the Commons. Coordinates student groups to fill the machine. Makes weekly deposits. Reports needed repairs to the distributor and coordinates ordering.
15. Handles Source4Teachers requests from the faculty. Contacts SFT with questions or problems for teachers or administrators.
16. Maintains all substitute folders and files substitute reports;
17. Prepares bi-weekly Payroll Report for the Administration Office;
18. Enter receipt amounts into the Budget spreadsheet for the Administrator;

Attachment X-1A

Terms of Employment:

1. Variable number of days per school, depending on contract.
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.