

Harbor Lights Middle School

Secretary Job Description

June 2021

Primary Function: Serve as building Secretary and Administrative Assistant to the Principal. These duties require:

- a thorough knowledge of District and State regulations and operational procedures;
- the ability to handle difficult, complex and highly confidential matters for Principal, staff and students, as well as making on the spot decisions;
- excellent office and clerical skills, including written, verbal, mathematical and technical;
- the ability to operate all office machinery and equipment;
- a high level of computer literacy, technical knowledge and program competence;
- productivity, efficiency and compliance in all assigned duties;
- a pleasant and helpful demeanor;
- the ability to effectively multi-task all job duties despite constant interruptions in an environment that is frequently noisy and hectic.

Secretarial/Administrative Duties - shared responsibility

- Work cooperatively and effectively with students, parents, teachers, administrators and the general public;
- Respond to angry or dissatisfied individuals with both tact and discretion;
- Handle all communication including phone calls, emails, social media, and all other correspondence;
- Answer telephones, greet visitors, and respond to inquiries in a positive, friendly manner;
- Provide all first aid to students, apply bandaids, ice, and call for more help if necessary;
- Write bus passes for students and deliver to classrooms at 3:00 with messages. Troubleshoot busing issues;
- Interpret, apply and explain District policies and school procedures. Enforce policies as needed.
- Compose letters and memos, produce a variety of written materials including correspondence, schedules, invitations, requisitions, records, and reports. Review other outgoing information for spelling and grammatical errors and compliance with policy;
- Create and maintain Google Slides for the screen in HLMS Commons;
- Independently organize, coordinate, schedule, and perform administrative office duties including copying, faxing, word processing, filing, etc.;
- Coordinate and facilitate communications and serve as a liaison between District and site personnel, parents, students, school and community organizations and the general public;
- In the absence of an administrator, evaluate situations in order to take appropriate action or obtain assistance from another administrator;
- Generally aid in the promotion of good public relations;
- Maintain calendars of activities for school, special school events, fundraisers, etc.;
- Planning and implementation of 8th Grade recognition events in conjunction with the building principal;

- Develop and track records and reports as needed;
- Complete all end-of-year reports on Tyler SIS. Follow “End of Year” procedures in Tyler SIS;
- Complete all Oregon Department of Education (ODE) reports on time;

Financial/Athletic Secretary Duties

- **BUDGETING:**
 - Prepare purchase order requisitions for supplies and equipment, using correct budget numbers and keeping track of expenditures.
 - Collect and process student body funds; count, deposit, write checks using Quicken; reconcile bank statements, maintain records etc.
 - Manage the building budget including updating the budget spreadsheet for building administration;
 - Collaborate with BSD Business Manager on all building budgetary concerns;
- **SUPPLIES:**
 - Monitor incoming supply orders, review invoices, approve, apply inventory tags, if needed, and submit to the district office for payment.
 - Maintain inventories of general school and office supplies
 - Coordinate annual inventory update.
- **RECORD KEEPING:**
 - Implement and maintain all office and school recordkeeping systems; operate and maintain Tyler SIS comprehensive computerized student database including setting up grading periods, class assignments for students and staff, etc.;
 - Prepare Principal’s report weekly with enrollment figures, student withdrawals, enrollees, and absence/substitute information on classified and certified staff;
 - Maintain building key distribution log and associated records;
 - Annually coordinate end-of-year check out procedures with teachers, including summer maintenance requests;
- **SCHEDULING:**
 - Maintain building use calendar;
 - Create and distribute Weekly Bulletin and Monthly Newsletter
- **ATHLETICS:**
 - Complete grade checks for athletic eligibility;
 - Track and record sports physicals for eligibility;
 - Create athletic awards, etc for recognition
- **ATTENDANCE:**
 - Management of substitutes and staff absences;

Attendance/Registrar Secretary Duties

- **REGISTRAR:**
 - Set up Tyler SIS yearly calendar and homerooms before school begins;
 - Register all students for the upcoming year, including preparing the SIS, forms, parent handouts, etc;
 - Obtain SSIDs from ODE for new students and keep data current.;
 - Enter student data in Tyler SIS, including personal information and immunizations;

- Provide class rosters, basic student data, emergency information, and other forms to teachers as needed;
 - Process requests for records from other schools;
 - Maintain cum files on all students;
- ATTENDANCE:
 - Maintain all attendance records, including submitting reports to the district office and ODE, as required, including Quarterly ADM Reports, attendance audits, and ADM audits;
 - Monitor student absences;
 - Make safety calls for absent students daily;
- DISTRICT TEST COORDINATOR:
 - Manage all data input and set up within the OAKS Portal for District Test Coordinator, Site Test Coordinator, and Test Administrators including uploading SSIDs, creating staff accounts, etc;
 - Support District Test Coordinator in materials prep for training;
- RECORD KEEPING:
 - Handle DHS requests for information;
 - Management of immunization records;
 - Submit year-end discipline reports to ODE in conjunction with the building principal;
- MEALTIME:
 - 5-8 Cafe Duty: entering student names and emailing lunch balance statements;
 - Management of MealTime in conjunction with Food Services Director;
 - Managing applications for Free/Reduced Lunch and Direct Certification eligibility;