



JOB DESCRIPTION

Company:	Providence Hall Charter School
Position:	School Secretary
Position Type:	Non-Exempt, Full-Time
Compensation Type:	Wages paid semi-monthly when hours accrued
Other Benefits or Compensation:	None
Department:	Admin

Primary Purpose

The School Secretary is responsible for attending to the school's Administration needs and of contributing to the overall success of staff, teachers and students within the school's academic program.

Through performing the Essential Job Functions, effective communication, reporting, exceptional public relations skills and superior work-product, the School Secretary contributes to a nurturing and engaging learning environment.

Qualifications

To perform this job successfully, an individual must be able to perform each Essential Job Function satisfactorily with or without reasonable accommodation. Requirements and Essential Job Functions are representative of minimum levels of knowledge, skill and/or abilities. An individual must successfully pass a criminal background check, including state, regional and/or federal fingerprint background checks and submit to drug testing as required periodically or randomly. For positions that include operating a motor vehicle, a valid Driver's License, acceptable Motor Vehicle Report (MVR) and successful completion of a State Division of Risk Management Defensive Driving course are required.

Education Required

High School diploma or equivalent

Experience Required

Preferable to have 1-2 years' secretarial experience
Experience and knowledgeable with Mac/Google computer systems
Skyward experience preferred but not required

Essential Job Functions—General

- Requires the ability to handle multiple tasks.
- Requires the ability at times to handle and maintain control in high-stress situations.
- Requires the ability to maintain confidentiality in all aspects of the job. Ensure that student, staff and family privacy is maintained by withholding any and all personal information on any person(s) from unauthorized recipients.

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- Contribute to a positive work and school environment by maintaining a positive, pleasant demeanor in all situations.
- Provide positive reinforcement to students, staff and visitors
- Requires excellent interpersonal skills to contribute positively to overall school morale.
- Possess, employ and display excellent customer service skills
- Communicate effectively and politely with co-workers, students, volunteers, parents and visitors to the school and foster and maintain cooperative relationships.
- Requires an attention to detail and excellent organizational skills
- Attend staff development activities and seminars to enrich job skills and abilities as assigned by administration.
- Ensure attendance at required meetings and events, including meetings or events at irregular hours or on extended days, including meeting the reasonable expectations of school Administration.
- Coordinate schedules and meetings. Attend meetings as appropriate or as assigned
- Assist with developing and ensuring the school's positive public image is maintained.
- Adhere to school and administrative policies as instructed and/or outlined in school policy manuals, handbooks or other corporate materials.
- Ensure that a requestor receives a timely and appropriate response and/or resolution. Ensure that immediate and effective communication is used to communicate to the requestor when circumstances necessitate a delay in response time.
- Compile and prepare a variety of records, reports, memorandums, and other materials.
- Organize and maintain files and records.
- Ensure that a school historical file is maintained as it relates to the Specific functions and duties of this Job Description.
- Identify and correct deficiencies within school procedures or systems relating to the Essential Job Functions and provide feedback to appropriate persons on other aspects of the school's operations.
- Operate office machines
- Perform other duties which may develop or as requested by the Governing Board, Administration or Principal and/or the Business Manager.

Essential Job Functions—Specific

- Manage administrative support functions and more complex tasks including establishing relative priorities of current and anticipated workload and organizing and conducting assignments according to deadlines.
- Set up office systems including file maintenance, correspondence deadlines, and project management for own work.

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- Prepare and compose letters, reports, and correspondence and perform other clerical administrative support duties as directed from time to time. Maintain confidentiality.
- Perform or establish procedures for all clerical functions and actions including phones, filing, general word processing, tracking of information, maintaining logs/spreadsheet, and other similar administrative support.
- Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction.
- Ensure that requests for action or information are relayed to appropriate staff members; ensures that information is furnished in a timely manner; decide whether a higher authority should be notified of important or emergency matters.
- Manage all steps in the nuisance abatement process while maintaining quality customer care and professionalism in dealing with regulatory matters.
- Periodically evaluate process and program effectiveness and take action to maintain continuous improvement.
- Provide clerical assistance to the Administration.
- Produce, print and distribute school-wide advertising.
- Maintain Providence Hall's website with pertinent up-to-date information. Work with other Providence Hall staff to determine what website functions they need to support their areas of responsibility.
- Follow all safety rules and procedures, and contribute to the safety of co-workers and the general public.
- Participates as an active Administration team member by contributing to program development and organization planning.
- Perform responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
- Maintain work areas in a clean and orderly manner.
- Provide support with Board Meetings & Minutes.

Professionalism

- Uphold and enforce board policy, administrative procedures, and school rules and regulations, and be supportive of such in your communications with students, parents, and the public at large.
- Maintain appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Communicate the positive aspects of Charter to the public in word and deed.

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- Work cooperatively with parents and teachers to strengthen the educational program for children.
- Establish and maintain cooperative relationships with other staff members.
- Assist with overall school operations as necessary or assigned by supervisor.
- Attend and participate in all Charter professional development days and activities.
- Perform other duties as requested by Administration or as needs dictate.

Physical Requirements

The Essential Job Functions present no physical risks or hazardous conditions outside of typical risks and conditions customary to a job of this type. The Essential Job Functions typically require the following:

- Carrying, lifting, pulling (10lbs.- 100lbs.+) 20%
- Walking/sitting/telephone/other 80%

Major equipment used to perform the Essential Job Functions:

- Personal Protective Equipment (PPE)
- Ladders, carts, dollies, hand-trucks, etc.
- Office, workroom and classroom equipment
- Cleaning equipment and supplies
- Personal computer, including Apple computers

Disclosures

All Essential Job Functions and other requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Non-exempt employees complete their work on-campus. No off campus or overtime work is authorized except by approval of the school board, director or business manager.

School policy requires the use of Personal Protective Equipment (PPE). It is expected that all employees working for the school will always take appropriate personal safety measures and precautions to minimize the risk of injury to self and others while performing Essential Job Functions or other duties as required. The school budget provides for such PPE. The school has procured safety materials and supplies for this purpose and stores them in the custodial and maintenance closets and/or storerooms for employee, student, volunteer or visitor use. Employees or others who do not use appropriate PPE put themselves and others at risk of injury or death and violates school policy. An employee's failure to use PPE may result in employee discipline or termination of employment.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by the Director/Principal, School Administration, Human Resource Department, Business Manager or Governing Board. All school

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handbooks, manuals, policies and procedures maintained by the school are not contractual in nature, and therefore may be waived, suspended, amended or abolished at the sole discretion of the school at any time.

This document does not create an employment contract, implied or otherwise or the expectation of continued employment. The school is and will maintain an “at-will” employment relationship with all employees. The employment relationship may be terminated at any time by either party for any reason, or for no reason, with or without cause and with or without notice. The school reserves the right to update, amend, change or abolish any or all provisions of this Job Description at any time.

Equal Employment Opportunity (EEO) Policy Statement

It is the policy of the school to promote equal employment opportunities through a positive continuing program. The school is an equal opportunity employer. The school will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, sex, religion, national origin, disability, veteran status, age marital status, or any other group protected by law.