

**Cottonwood Joint School District No. 242**

**Jr. Sr. High School Secretary  
Job Description**

**QUALIFICATIONS:**

1. At least a high school diploma.
2. A reasonable degree of proficiency in typing, filing and basic bookkeeping.
3. Working knowledge of basic office procedures and the operation of common office equipment including basic computer knowledge.
4. Two years of experience is highly desirable.
5. Possess an attitude and personality that will contribute to positive and friendly relations with the students, parents and public.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**JOB GOALS:** To provide necessary clerical support to the principal and the teachers which will assist in administering and supporting the instructional program of the school.

**REPORTS TO:** The Building Principal

**PERFORMANCE RESPONSIBILITIES:** The Jr. Sr. High School Secretary will:

1. Type and file required information.
2. Maintain necessary school reports such as power school attendance reports, hot lunch records and health records and assist the district secretary in completing required district and state reports.
3. Use student management system, currently power school and report all needed information for ISEE uploads.
4. Receive school lunch money and be responsible for accurately maintaining a count of student meals by the use of lunch cards or other approved method.
5. Collect and record monies and keep accurate records of each sub-account in the student body account, and provide a monthly reconciliation of all accounts to each club or group and to the principal, superintendent and district clerk.
6. Prepare bank deposits on a regular basis so as to prevent an accumulation of any large amounts of money in the school office (at least once each week when school is in session).
7. Be responsible for maintaining security for all monies and records stored in the school office.

8. Check student absences (call parents of students not accounted for), issue admit slips, maintains a record of each student's attendance, and advises the principal of any unusual or excessive absences.
9. Receive and route all incoming telephone calls.
10. Arrange for substitutes teachers as needed.
11. Assist teachers in preparing instructional materials.
12. Provide positive and cooperative support to students, teachers, parents, administrators and the general public.
13. Maintain confidentiality regarding school information such as student and personnel records, personnel actions, student discipline, etc.
14. Assist in ordering supplies and equipment, in processing purchase orders.
15. Maintain a current inventory of supplies and equipment for which he/she is responsible.
16. Other such reasonable duties relating to the office as are assigned by the building principal.
17. Pays bills from Jr. Sr. High accounts.
18. Prepare cash boxes for all home games.
19. Run grades for: Honor Roll and Athletic Awards to IHSAA for sports.
20. Assists teachers, counselor and principal with end of year: Awards assembly and Graduation.

**TERMS OF EMPLOYMENT:** The Jr. Sr. High school secretary will be employed as "at will" employees of the district for the length of the school year plus a specified length of time during the summer. Days in excess of this amount, as requested by the building principal will be negotiated.

**EVALUATION:** The Jr. Sr. High school secretary will be evaluated by the building principal in accordance with the district policy for classified personnel.