

**Roswell Independent School District  
Job Description**

**Job Title: MIDDLE SCHOOL SECRETARY**

**Reports To: MIDDLE SCHOOL PRINCIPAL/ASSISTANT PRINCIPAL**

**General Job Description:**

Working under general supervision, provide general secretarial support for the Middle School. Greet and assist student, and parents. Direct phone calls/messages and concerns of parents to the appropriate staff. Assist staff and principal with specific tasks as needed.

**Essential Duties and Responsibilities:**

1. Act as a receptionist for the middle school. Greets visitors to school, answer phone calls, monitor traffic in and out of the building, issue and check appropriate passes. Direct visitors or callers to the appropriate individual or complete the appropriate documentation.
2. Handle information that is confidential regarding personnel, students and labor relations issues.
3. Accept and distribute mail and other correspondence.
4. Provide assistance to parents and students as necessary. Provide and assist with enrollment forms, withdrawal forms and transfer of student information as necessary. Assure proper documents are received, explain policies and procedures.
5. Compiles, files and/or inputs accurate student attendance reports, lunch count, staff attendance and other school records. Research discrepancies and input corrections. Compile and balance 20 day, 40 day, 60 day and December 1<sup>st</sup> reports for funding.
6. Perform bookkeeping functions for the school. Disburses funds, records, financial transactions, and audits and balances school fund accounts. Accepts, reconciles and deposits funds for activity accounts. Calculate, assess and receive fines.
7. Composes, or transcribe from rough draft, correspondence, bulletins, memorandums, and other reports including but not limited to disciplinary hearing notices, teacher evaluation forms, eligibility reports, fire drill reports and school lock down reports.
8. Create, monitor access to, and maintain student folders. Prepare and forward cumulative folders on student progressing to another school.
9. Order buses for school functions such as field trips. Arrange for new student pick-up. Submit work orders and supply orders for staff. Distribute and collect keys and passes to building and facilities. Orders input and dispenses school supplies.
10. Assist substitutes with appropriate paperwork and answering questions.
11. Work cooperatively with colleagues, supervisors, and administrators.
12. Follow district policies and administrative rules and regulations.
13. Maintain behavior appropriate to performing and accomplishing assigned duties.
14. Project an over-all concern for personal appearance as it relates to job performance.
15. Perform the usual office tasks to include, but not limited to: typing, filing, completing P.O.'s, receiving and routing telephone calls, postage, receiving and routing mail.
16. Assist with, maintain, and type reports as may be required.
17. Assist with the student registration process, including, but not limited to setting up student files, entering data.
18. Maintain accurate records of all entering/withdrawing students.
19. Maintain accurate records of all out of zone children and assist with the necessary paperwork.
20. Assist with process leave requests as needed.
21. Demonstrate ability to multi-task.
22. May be required to prepare and make daily announcements.
23. Maintain confidentiality with sensitive matters.
24. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
25. Report to work on time and work no less than 7 hours per day.
26. Work independently with very little supervision.
27. Manage personal and professional tasks through the use of technology.
28. Knowledge of computer systems, including data bases and word processing programs.

**MIDDLE SCHOOL SECRETARY (CONT'D)**

- 29. Attempt to deescalate parents/staff/students; listening/visiting with them about their concerns prior to them meeting with administrators.
- 30. May be required to perform other related functions as assigned by your supervisor(s).

**Supervisory Responsibilities:**

May be required to supervise student workers

**Qualifications:**

- 1. High School diploma or GED
- 2. One year experience in a clerical position, preferred experience in a school setting.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**