

**Sheffield City Schools**  
**Job Description – School Secretary**

**POSITION TITLE:** School Secretary

**QUALIFICATIONS:** High school diploma or equivalent  
Proficiency in the use of computer technology  
Experience as a secretary is desired

**REPORTS TO:** Principal

**JOB GOAL:** To help provide a well-organized, smooth functioning school office.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Serves as confidential secretary to the principal by arranging appointments, taking calls, answering inquiries, greeting visitors, distributing mail, and composing, typing, and distributing routine correspondence, memoranda, and reports.
2. Maintains confidentiality regarding school/workplace matters, models and maintain high ethical standards.
3. Processes attendance/payroll for the building staff and keeps proper records and supporting documents as required.
4. Maintain a daily teacher attendance log, provide the necessary records for substitute teachers, and secure substitutes for teachers as directed.
5. Schedules use of building.
6. Orders, processes and maintains office materials and equipment.
7. Administers medication according to system policy and school regulations, and provides appropriate first aid needs.
8. Maintain such student records as may be required. Assist with student attendance, student schedules, student grades, and student reporting as required.
9. Assist with preparation of transcripts, calling absentees, and other tasks assigned.
10. Maintain a complete and systematic set of records of all financial transactions as required.
11. Receive and receipt monies for all funds in compliance with internal control guidelines.
12. Prepare requisitions/purchase orders for all school funds.
13. Monitor budget and maintain records of expenditures by teachers from State allocations.
14. Audit teacher receipt books as money is received from the teacher as required.
15. Follow Board and local school policies and procedures.
16. Monitors student check-in/check-out system and attendance.
17. Performs other duties as assigned by the principal.

**OTHER SKILLS:**

1. Must possess the ability to get along with other people.
2. Must demonstrate patience in dealing with parents, children, and the community.
3. Must possess the ability to communicate clearly and concisely, both orally and in writing.
4. Must be receptive to inservice training as appropriate.
5. Must perform duties with awareness of Board of Education policies.

**TERMS OF EMPLOYMENT:** Contract by appointment. Salary will be determined by the School Secretary Salary Schedule based on years of experience.

**EVALUATION:** Performance of the job will be evaluated in accordance with the Board policy on evaluation of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.