

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 11/30/16



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**Recognition:**    Students                       Staff                       Parents

**Information:**    Building Report                       Old Business                       Superintendent's Report

**Action:**    Resignation                       Hiring                       Contract Service Agreements

Travel Out-of-State                       Travel In State                       Approvals

Termination                       Legal Matters                       Other:

                    This action request pertains to  Elementary (only)                       High School/District Wide

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**Date:**    11/21/16

**To:**        **John Rouse**  
                  Superintendent

**From:**    Jason Andreas  
                  Title:    Executive Director

**Subject: Re-classification of Position (Department Secretary to School Secretary)**

**Description:** Jason Andreas, Executive Director, is recommending the re-classification of the Department Secretary (Lane 2) for the Alternative Education Department to that of a School Secretary (Lane 3) due to consolidation of schools and programs into one location and expanded duties. The employee currently in the Department Secretary position is currently compensated at Lane 3 so there will not be an additional cost in re-classifying the position.

**Financial Impact: \$0.00**

**Funding Source (Budget/grant, etc.):**

**Attachment(s): School Secretary Job Description**

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: May 17, 2004

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**School Secretary**

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**Summary of Functions**

Provides support to the building administrator in carrying out the administrative functions of the office including secretarial, clerical, and receptionist tasks as assigned.

**Essential Duties and Responsibilities**

- 1) Personal Contacts – Places and receives telephone calls and records messages. Welcomes visitors and arranges for their comfort. Screens unexpected callers in accordance with predetermined policy.
- 2) Correspondence – Uses word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of documents. Processes incoming correspondence as instructed.
- 3) Data Entry - Uses database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Prepares, verifies, and enters financial and informational data in various databases including centralized accounting system.
- 4) Mail – Receives and routes incoming mail to supervisor and/or coworkers. Prepares outgoing mail as required.
- 5) Meetings – Makes arrangements for meetings, including time, space and equipment. Assembles background material for supervisor and/or coworkers. May be required to record and transcribe minutes for various meetings.
- 6) Files – Establishes and maintains files. Cross-reference, briefs, and otherwise arranges files to facilitate usefulness. Searches for and assembles information from files and documents in the office and from outside sources for use by the supervisor and/or coworkers.
- 7) Personnel – Prepares personnel forms for approval by supervisor and other required signatures. Maintains accurate payroll records. Inputs data into the computerized payroll system.
- 8) Procurement – Secures needed equipment, services, and supplies for office. Maintains office supplies, publications, etc. Issues supplies and materials to teachers upon proper requisition as approved by the supervisor.
- 9) Bookkeeping – Performs any bookkeeping tasks associated with specific position.
- 10) Office Support – Supervises, or assists with the supervision of, other support personnel that are assigned to the office.
- 11) Confidentiality - Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures.

- 12) Reports – Prepares and submits reports and other documents as required.
- 13) Other – Performs such other functions as may be necessary to the work of the office.

### **Organizational Relationships**

Supervised by and reports to the Principal or designee. May be designated “Head Secretary” or “Secretary” as appropriate to the office. As Secretary, may work under and be directed by the Head Secretary on a day-to-day basis.

### **Qualifications**

**Education/Experience** – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ⚡ High school diploma or equivalent.
- ⚡ Two (2) years of education and/or experience in secretarial science/office management.
- ⚡ Proficient with desktop computers, preferably Microsoft operating system.
- ⚡ Knowledge of the administrative functions and their respective policies and procedures e.g., personnel, finance, procurement, records management, etc to perform clerical tasks.
- ⚡ Knowledge of and experience in operating office equipment including fax, copier, calculator, and typewriter.
- ⚡ Knowledge of grammar, spelling, punctuation, and prescribed formats.
- ⚡ Skill as a qualified typist.
- ⚡ Ability to record and transcribe minutes.
- ⚡ Good communication and organization skills.
- ⚡ Ability to work with others and without close supervision.
- ⚡ Ability to handle details accurately.
- ⚡ Ability to focus on work despite office interruptions.
- ⚡ Good work habits.

**Desirable Qualifications** – Experience in school operations/office work.

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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