

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Secretary II – High School

GENERAL SUMMARY

Under the supervision of the principal, responsible for performing secretarial and office management duties.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED (General Education Degree); secretarial training or experience desirable; valid First Aid and CPR certificates required.

Required Knowledge, Skills and Abilities

Knowledge of general office procedures.
Knowledge of filing, and record keeping.
Knowledge and application of safety procedures related to performance responsibilities.
Skills in public relations and confidentiality.
Skills in verbal and written communication.
Skills in computers and all office equipment.
Ability to remain calm in stressful situations.
Ability to be flexible, organized and manage time effectively.
Ability to show tact and good judgement/.

DUTIES AND RESPONSIBILITIES

- Greets and provides information to staff, parents, students, and public via phone or in person.
- Assists principal.
- Process purchase order requisitions on line and maintain building supplies and textbook inventory.
- Prepares communications to parents, students, and staff.
- Maintain accurate time sheets for employees.
- Arrange substitutes as required in emergency situations, greet daily substitutes and arrange for their day.
- Receipt cash purchases, close out money at the end of the day.
- Maintain monthly attendance records for leaves.
- Establish and maintain office and ASB files as necessary.

- Responsible for compiling annual KCDA and corporate Office Supplier supply order and verification of accuracy.
- Process district accident reports.
- Responsible for resetting bells and clocks to appropriate schedule as required.
- Manage student check-out system.
- Provide materials/agenda for staff meetings and take attendance.
- Provide news releases as required regarding staff and/or student recognition.
- Maintain student fine list for both active and inactive students.
- Schedule Fall Parent-Teacher Conferences as requested.
- Performs other duties as assigned.

SUPERVISOR: Building Principal.