

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SECRETARY II - School

POSITION: Secretary II - School

REPORTS TO: Site Administrator

LOCATION: Various Sites

**NATURE OF WORK:**

This is a skilled secretarial position responsible for specific functions in a school. The employee typically works independently maintaining records and preparing necessary reports and may assume responsibility for a major segment of office work. The work is performed under the general supervision of the site administrator or administrator's designee.

**ESSENTIAL FUNCTIONS:**

- Answers telephone and various inquiries from students, parents, staff, and the community;
- Greets visitors and directs them to proper location;
- Prepares and maintains pupil records and various related reports; verifies pupil information and files appropriate reports such as Monthly Pupil Attendance Reports and Monthly Suspension Reports and contacts parents concerning attendance policies and procedures;
- Registers new pupils and requests prior school records, withdraws transferring pupils, and forwards permanent school records; and
- Reports to work daily and on time.

**DUTIES AND RESPONSIBILITIES:**

- Types and distributes correspondence, bulletins, notices, newsletters, surveys, agendas, lists, menus, etc. as required and maintains appropriate files;
- Assists in the preparation of county, federal, and state reports;
- Maintains supplies/forms and submits requests for replenishment;
- Receives, sorts, and forwards correspondence and telephone calls and messages for staff members;
- Communicates with other schools and departments;
- Schedules appointments and arranges conferences as needed;
- Provides direction to student office aides/volunteers;
- Maintains up-to-date bus routes and bus numbers for students; and
- Performs other related duties as required.

**QUALIFICATIONS:**

- Graduation from high school (or GED);
- Further secretarial training is desirable;
- Three years of general office, clerical, or secretarial experience;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment);
- Thorough working knowledge of office technology, including office equipment and software;
- Considerable knowledge of school system reports, procedures, and processes;
- Ability to maintain integrity and confidentiality;
- Considerable knowledge of effective office practices and procedures;
- Working knowledge of bookkeeping procedures;
- Ability to make decisions in accordance with regulations and established policies;

- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work independently without supervision and ability to supervise others when required; and
- Ability to project a positive image to the public.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 13.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP