

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

SECRETARY II – Virtual Academy

POSITION: Secretary II

REPORTS TO: Academic Dean

LOCATION: Virtual Academy

NATURE OF WORK: This is a skilled secretarial and clerical position, responsible for supporting the students, staff, and parents/guardians. The employee typically works independently with regard to specific functions such as maintaining financial or student records and preparing necessary reports or assuming responsibility for a major segment of office work. As the primary support for the Virtual Academy, the Secretary will be responsible for coordinating with the Department of Information Technology on a regular basis. The work is performed under the general supervision of the Academic Dean.

ESSENTIAL FUNCTIONS:

- Maintains open lines of communication for staff, students, parents/guardians, and the general public, by answering phone calls, greeting visitors, and assisting staff and students;
- Prepares and maintains student records and various related reports with accuracy and in a timely manner;
- Maintains necessary records and reports with regards to staff;
- Maintains an accurate accounting of financial records and reports immediately any concerns or issues;
- Assists staff and students with access to technology and instructional resources within the building;
- Acts as a liaison with the Department of Information Technology for technology requests and supports needed to provide an effective environment for teaching and learning; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Prepares and maintains financial records including payroll, leave verification, and school activity funds;
- Makes bank reconciliations and prepares reports, statements, and summaries;
- Maintains bookkeeping of fiscal records, receives and deposits monies into appropriate accounts; verifies billings and issues checks for payment;
- Serves as technology contact to enter help desk tickets or check on the status of requests;
- Utilizes automated circulation system to check out instructional materials for students and staff, print reports upon request, adds & deletes patrons, etc.;
- Directs phone calls from parents/guardians or students to appropriate Technology Supports or Instructional Leaders as appropriate;
- Maintains accurate student attendance by completing attendance audits and reports;
- Schedule IEP, IVLP, 504/ PST meetings in compliance with state and federally mandated timelines and procedures;
- Schedule and maintain a calendar of shared/community spaces within the Virtual Academy;
- Provide secretarial support to the Academic Dean;
- Prepares and types letters, memoranda, reports, purchase orders, and other forms, and assists in the preparation of federal, state, and local reports;

- Answers telephone, giving information to callers and routes incoming calls to the proper person;
- Maintains inventories as required by office;
- Communicates orally, and in writing with school employees, students, parents, and the general public;
- Maintains and updates social media presence for the Virtual Academy, sends out weekly newsletters to staff, students and parents/guardians.
- Maintains weekly communications with homeschools to connect staff, students and parents/guardians with events, opportunities and extracurricular activities.
- Serves as receptionist, greets visitors to office, and routes them to the proper location;
- Receives, opens, sorts, and routes incoming mail;
- Processes purchase orders as required;
- Maintains student, employee, and other records and prepares reports, as needed;.
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED);
- 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;
- Working knowledge of bookkeeping procedures;
- Ability to maintain integrity and confidentiality;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public.
- Ability to work independently without supervision; 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 the non-certificated salary schedule for twelve-month employees – Range 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP