

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT

Glocester, Rhode Island
Job Description

TITLE: District Secretary Part Time 15-19 hours/week (Cross-Team / Multiple Offices) – 190 days **22-23 school year only**

SALARY: As per Education Support Personnel Contract

FUNCTION: Must perform a wide variety of office related functions, student record keeping and other school-wide support duties across multiple offices.

REPORTS TO: School Administrators and Designees

MINIMUM QUALIFICATIONS:

- Associate Degree or Administrative Assistant / Secretary Training Program required;
- OR
- Two years of experience as a school secretary or school clerk, or other secretary (preferred);
 - Highly effective organizational, interpersonal, and written communication skills;
 - Knowledge of and experience with Student Information System (Aspen) and other software programs;
 - Knowledge of and experience with the use a variety technology programs and systems, including but not limited to Word, Excel, Outlook, PowerPoint and Google Docs, in order to maximize the efficiency of the schools;
 - Knowledge and skills to multitask and work in a busy environment;
 - Knowledge and skills with enrollment of new and existing students and accurate data input;
 - Knowledge and skills to manage the operations of a school guidance office and other school offices in order to coordinate and support staff, teachers, and administrators in achieving the mission of the district; and
 - Knowledge and skills to maintain accurate student-based records and documentation.
- Such alternatives to the above qualifications as the School Committee or designee may deem appropriate and acceptable

RESPONSIBILITIES AND DUTIES:

- Assist in maintaining general order and efficient operation of multiple offices to meet the needs of the district. This may include any and all of the following duties:
 - Routinely perform and/or implement standard office functions, routines, operations, procedures, and systems that support and enhance school level and district level operations and requirements;
 - Organize and maintain files for various school activities, student records, and other related functions; Exercise patience and tact when dealing with parents, students, teachers, administrators, and the public;
 - Create and distribute routine and confidential internal and external communication in print and electronic form;

- Maintain a schedule of appointments and make arrangements for conferences and interviews for administrators;
- Maintain legally required and appropriate levels of confidentiality;
- Use independent judgment to analyze the operations of school offices, identify potential problems, and bring them to the attention of appropriate staff and/or administrators;

- Check and prepare copy machines for use daily and perform routine maintenance to copy machines e.g. clears jams, changes paper, toner, staples, etc.;
- Assist teachers in the performance of non-teaching duties in accordance with district policy by copying instructional materials and/or assisting teachers in the formatting and reproduction of instructional materials;
- Operates office machinery as required;
- Use effectively productivity software (Word, Excel, Outlook, PowerPoint, Google Docs, etc.) to organize to the guidance counselors and other professional staff and maximize the efficiency of the school;

LIBRARY MEDIA CENTER

- Assist the Library Media Center with support that includes, but is not limited to:
 - o Organizes and maintains files for correspondence, memos, budgets, catalogs and various library activities and administrative functions;
 - o Assists librarian in assembling materials for library based assignments;
 - o Supervises library during periods when librarian is conferring with staff members, attending meetings or at lunch;
 - o Makes out order slips for new books and types purchase orders;
 - o Assists librarian in taking a complete inventory of all books at the end of the year;
 - o Processes books that are not preprocessed, inputs data into computer for new books, and assists with maintenance of computer inventory records for new and discarded book;
 - o Shelves books, and periodically checks arrangement of books on shelves;
 - o Performs other functions as requested by the Library Media Specialist;

NURSE

- Assist the Nurse's Office with support that includes, but is not limited to:
 - o Maintaining a complete, up-to-date confidential health records using available technology;
 - o Maintaining logs and records of visitations, actions taken, doctor's orders, services received, and inputting relevant information into our Student Information System;
 - o Communicating with parents and various health related organizations in the community and surrounding areas as needed for students and staff;
 - o Maintaining inventory records and ordering supplies and materials following the procedures established by the Business Manager; and
 - o Supporting the implementation of screenings, examinations and health appraisals in accordance with state law and district policy.
 - o Performs other functions as requested by the School Nurse;

ATHLETICS

- Assist the Athletics' office with support that includes, but is not limited to:
 - o Collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the RIIL, RIPCOA, and FGRSD policies;
 - o Assist Athletic Director in coordinating the coaching application process;
 - o Assist with filing and maintaining records;
 - o Arrange for transportation to and from athletic events as needed;
 - o Communicate with stakeholders (athletes, parents, coaches, administration; and transportation, game staff, officials, and opposing team) in the event of postponements and rescheduled events.
 - o Performs other functions as requested by the Athletic Director;

OTHER OFFICES/OTHER FUNCTIONS

- May cross train and provide support in other offices including but not limited to, Guidance, Main, Special Education, CTE, as necessary;
- Exercise independent judgment in correcting errors or omissions in print and electronic data, files, procedures, operations and functions;
- Drive to and from the middle school and high school as needed;
- Facilitate and support the implementation of school, district and state initiatives;
- Perform the functions of the position in accordance with the Code of Professional Responsibilities, governing laws and regulations, and all School Committee and district policies, procedures, and administrative directives;

- Work collaboratively and professionally with staff, teachers, and administrators in the Foster-Glocester Regional School District, and the community; and

- Perform other related duties and responsibilities as assigned by school and district administrators or designees.

The intent of this job description is to provide a representative sample of the types of duties and responsibilities that will be required for this position and shall not be construed as a declaration of the total of the specific duties and responsibilities of this or any particular position.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER