

MACON COUNTY SCHOOLS
SCHOOL SECRETARY/BOOKKEEPER
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent preferred, supplemented by business courses.
- (2) Minimum of two (2) years of successful diversified office experience, of which at least one (1) year shall have been in connection with school operations; or equivalent combination of training and experience.
- (3) Computer skills.
- (4) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the operation and program of the school system. Considerable knowledge of office practices and procedures, grammar, spelling, and business correspondence. Knowledge of elementary accounting and bookkeeping procedures. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, school personnel, and the general public.

REPORTS TO:

Principal

JOB GOAL

To ensure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as secretary and administrative assistant to the principal by arranging appointments, taking calls, answering inquiries, composing and typing routine correspondence and memoranda.
- * (2) Prepare reports required from the principal.
- * (3) Assist the principal in receiving, depositing, and disbursing school monies.
- * (4) Maintain internal accounts and prepare financial reports.
- * (5) Maintain attendance records and prepare related reports.
- * (6) Prepare other reports required from the school principal.
- * (7) Keep time records and prepare payrolls.
- * (8) Prepare requisitions for supplies and equipment, field trips and work orders.
- * (9) Type a wide variety of records, reports, memoranda, and teaching materials and operate duplicating equipment.
- * (10) Maintain property records.
- * (11) Prepare transcripts of student records.
- * (12) Assist in preparing schedules.

SCHOOL SECRETARY/BOOKKEEPER (Continued)

- *(13) Furnish information and assistance to students, parents, teachers, and other interested parties.
- *(14) Secure substitute teachers, if assigned.
- *(15) Process student transfers and withdrawals and maintain records.
- *(16) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(17) Follow attendance, punctuality and proper dress rules.
- *(18) Ensure adherence to good safety standards.
- *(19) Maintain confidentiality regarding school/workplace matters.
- *(20) Model and maintain high ethical standards.
- *(21) Demonstrate initiative in the performance of assigned responsibilities.
- *(22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(23) Keep supervisor informed of potential problems or unusual events.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Exhibit interpersonal skills as an effective team member.
- *(26) Demonstrate support for the school system and its goals and priorities.
- *(27) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(28) Prepare all required reports and maintain all appropriate records.
- *(29) Participate in cross-training activities as required.
- (30) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities