

Ware County School System
Job Description
Classified Personnel

Site:	Ware County High School		
Position Title:	Academy Secretary		
Reports To:	Academy Principal/WCHS Principal		
Work Year:	As determined by approved work schedule		
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
Primary Function:	To maintain records and order for assigned Academy		
Qualifications:			
<input type="checkbox"/> Educational Level:	High School Diploma; Some technical training or college preferred		
<input type="checkbox"/> Certification/Licensing:	None		
<input type="checkbox"/> Proficiency Skills:	Ability to organize; basic written and oral communication; phone skills; typing; computer literacy		
<input type="checkbox"/> Personal Skills:	Pleasant personality and cooperative attitude		
<input type="checkbox"/> Physical Skills:	Duties performed include various levels to include some walking, standing, and sitting		
Essential Duties:			
1.	Maintains a pattern of prompt and regular attendance.	S	NI
2.	Demonstrates appropriate communication skills as applicable for the job.	S	NI
3.	Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.	S	NI
4.	Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.	S	NI
5.	Shows initiative and assumes responsibility for all aspects of job responsibilities.	S	NI
6.	Performs routine duties and tasks with little or no direct supervision.	S	NI
7.	Limits personal business and phone calls to a minimum during work hours.	S	NI
8.	Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.	S	NI
9.	Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.	S	NI
10.	Maintains confidentiality of sensitive information and materials.	S	NI
11.	Maintains a professional appearance as appropriate for job responsibilities.	S	NI
	Exhibits time on task, a flexible, cooperative and hard-working attitude.		
	Takes direction and guidance from supervisors in a cooperative manner.		
	CHECK-IN/CHECK OUTS	S	NI
12.	Verify check-out notes and write passes	S	NI
13.	Check in students who are tardy, write passes, enter tardies into Infinite Campus	S	NI
14.	Maintain spreadsheet with how many tardies students have and submit it to administrator for discipline action, where appropriate	S	NI
15.	Enter check-out attendance at the end of the day	S	NI
	ATTENDANCE		
16.	Enter attendance for subs	S	NI
17.	Enter parent/doctor excuse notes into Infinite Campus	S	NI
18.	File excuse notes	S	NI
19.	Run attendance reports at the end of the day and post attendance averages	S	NI
20.	Work with Community Outreach Worker regarding attendance questions.	S	NI
	DISCIPLINE		
21.	Copy referrals for students and teachers, file copies of referrals in students' discipline files, mail copy of referral to parents if parent contact was not made	S	NI
22.	Maintain Academy lists for Saturday School and ISS/OSS	S	NI
23.	Maintain Master Saturday School List for all Academies (Ware AM/ Secretary)	S	NI
24.	Maintain Master list for all Academies for ISS/OSS lists and mail out to everyone (CHAPS Secretary/Ware AM backup)	S	NI
25.	Enter ISS attendance daily when Mr. Hill sends list (Ware AM Secretary/CHAPS backup)	S	NI
26.	Keep record of how many referrals are done daily	S	NI
27.	Supervise students who sit in the office because they have been sent out of class or who are waiting to see an Administrator	S	NI

28.	Mail Saturday School letter and referral to parents of students who have Saturday School	S	NI
	RECORDS		
29.	Type withdrawal forms, get with teacher about students' grades, contact lunchroom and media center to verify no money is owed. Copy records for parents to take to their next school.	S	NI
30.	Fax records to schools or RYDC when records are requested for students who have withdrawn from the Academy for current school year.	S	NI
31.	Pull test score cards and files for students who have withdrawn and placed them in a temporary holding area until the end of the year to be placed in inactive records.	S	NI
32.	Pull out test score sheets, and test score labels for all students in Academy for EOCT, GHS GT, SAT, PSAT, and ASVAB. Place labels on testing cards and file copy of test reports in students' files.	S	NI
33.	Create new student enrollment files. Make sure that they have birth certificates, immunizations, and Social Security cards in files. Notify counselor if they do not.	S	NI
	INFINITE CAMPUS RESPONSIBILITIES		
34.	Verify registration information sheets with Infinite Campus. Update addresses, phone numbers, and contract for current Academy students.	S	NI
35.	Assist in correcting state errors.	S	NI
36.	Enter homeroom teachers on student Census information so they can see grades and attendance for their homeroom (TAA) students.	S	NI
37.	Run reports (with assistance from CHAPS Secretary)	S	NI
	TEACHER ASSISTANCE DUTIES		
38.	Check classroom monitor to ensure teachers are taking attendance. Check each block and contact teachers who have not completed their attendance.	S	NI
39.	Pick up mail from front office and sort into Academy mailboxes	S	NI
40.	Assist teachers with copier issues, especially if machine jams	S	NI
41.	Keep up with teacher classroom inventory and save inventories	S	NI
42.	Keep up with whether or not teachers are doing their lesson plans. Save lesson plans on K: drive. Let administrators know who hasn't completed lesson plans.	S	NI
43.	Correct any attendance errors for teachers when they call or send email/notes	S	NI
44.	Print rosters for subs for teachers who did not leave class rosters	S	NI
45.	Provide basic information to teachers as needed	S	NI
46.	Maintain teacher sign-in forms	S	NI
47.	Take phone messages for teachers	S	NI
	PARENT ASSISTANCE DUTIES		
48.	Answer parent phone calls regarding student attendance, grades, etc.	S	NI
49.	Assist parent with letting their child know to ride bus home or not, etc	S	NI
50.	Call students into the office at parent request so the students can call parents	S	NI
51.	Copy birth certificates and social security cards for parents	S	NI
52.	Fill out "Proof In School" Forms for parents and forms for Social Security office showing that child is still in school	S	NI
53.	Contact teachers to get work for students so the parents can pick it up because the child is sick	S	NI
54.	Assist in scheduling parent/teacher conferences	S	NI
	STUDENT ASSISTANCE DUTIES		
55.	Write passes for students to go to parking lot to get lunch money, school work, etc	S	NI
56.	Look up locker combinations for students when they forget their combinations	S	NI
57.	Make copies of transcripts as requested by students	S	NI
58.	Remind students about Saturday School, turning in Appeal Packages, Field Trip forms, etc	S	NI
59.	Answer students' questions regarding their attendance	S	NI
	MISCELLANEOUS		
60.	Call classes to get students out of class for special events, ie. Satilla Community Services	S	NI
61.	Maintain Cell Phone Log sheet and get parent signatures when come in to pick up students' cell phones	S	NI
62.	Send out emails for the Academy with information regarding attendance, discipline, and events that are occurring, etc.	S	NI
63.	Prepare homeroom information and packets for the first week of school. Also, throughout the year, prepare anything that needs to be handed out during homeroom.	S	NI
64.	Maintain a list of locker combinations	S	NI

65.	Safety (sweep girls' restroom, keep safety information together in preparation for bomb threats, fires, etc)	S	NI
66.	Collect, distribute forms, surveys, picture forms, ASVAB lists, etc. for Graduation Coach, Counselors, Gifted Teacher, Leadership Team Teacher, Senior Sponsor and/or Yearbook Advisor	S	NI
67.	Help organize events related to Academy or to school system as a whole	S	NI
68.	Prepare, copy and mail Honor Letters to parents/students	S	NI
69.	Hand out Honors' Cards, Honor Shirts, etc	S	NI
70.	Type Honor's Lists, certificates and help prepare for Honor Day events	S	NI
71.	Attend Academy meetings	S	NI
72.	Maintain lists for field trips and make sure that all parent forms have been signed	S	NI
73.	Assist administrators with any other duties (may vary by Academy)	S	NI
END OF YEAR RESPONSIBILITIES			
74.	Prepare and mail out final transcripts for seniors	S	NI
75.	Assist in report card preparation to be mailed out at the end of the school year	S	NI
76.	Box up all senior files and transcripts to be placed in the inactive records	S	NI
77.	Box up all records of students who have withdrawn including their testing card/transcript to be placed in the inactive records	S	NI
78.	Box up all senior attendance and discipline files to be placed in the inactive records	S	NI
79.	Box up all attendance and discipline records of students who have withdrawn and place them in the inactive records	S	NI
80.	Go through all Academy student attendance files and staple current school year excuse notes together in preparation for the upcoming year	S	NI
81.	Go through all Academy student discipline files and staple current school year discipline together in preparation for the upcoming year	S	NI
82.	Get upcoming Academy students' files from Cornerstone and file them in the Academy office (Cornerstone will receive from feeder schools)	S	NI
83.	Get upcoming Academy students' attendance and discipline files from Cornerstone and file them in the Academy office (Cornerstone will receive from feeder schools)	S	NI

Important Notes

ESSENTIAL DUTIES

Job descriptions are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources).* It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.

QUALIFICATIONS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

I acknowledge the duties of this job and understand the responsibilities required of the position.			
Print Employee's Name		Date	Signature of Employee
Print Supervisor/Principal Name		Date	Signature of Supervisor/Principal

Overall Evaluation Score: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
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SIGNATURES: Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.					
Employee:		Date:		Comments Attached:	
Evaluator:		Date:		Comments Attached:	

