



## LOWER DAUPHIN SCHOOL DISTRICT

### Title: High School Building Secretary (260-Day)

Reports To: High School Principal

Salary Range: Group 3

#### I. Job Description

##### a. Overview

- The High School Building Secretary obtains many responsibilities ranging from commencement planning, final marking period projects, and handling of substitute coverage and assignments. General office tasks also play an important role in the building secretary's duties. These can include budget preparation, daily paperwork and announcements, teacher schedules, and more routine activities.

##### b. Essential Functions

- Final marking period report card mailing process, including duplicate requests
- Maintain all activity accounts for the clubs to include, but not limited to: prepare deposits and payments, maintain spreadsheets, communicate with advisors, coordinate with business office
- Update and maintain activities calendar information
- Assist in early budget preparation including, but not limited to: collecting all requisitions from faculty, coordinating with Department Coordinators, and partnering with building administration
- Checks in substitutes for their assignments each day
- Commencement: order cap/gowns, order diploma covers, create diploma list, coordinate program, create line-up cards, Stauffer's and order commencement stage planters
- Coordinates coverage opportunities when needed due to lack of substitutes, and communicate directly with staff
- Coordinate the completion and delivery of daily paperwork required for processes by the District Office to include, but not limited to: purchase orders, expense vouchers, student activities, etc.
- General office duties including but not limited to: placing and receiving telephone calls, recording messages, faxing, scanning, maintaining filing systems, letter communication, complete purchase orders, posting mail, scheduling and making appointments

- Perform all other duties as assigned by the Superintendent, High School Principal, other Building Administrators, or Guidance Counselors
- Prepare purchase order requisitions and conduct follow-up upon delivery of products
- Prepare hardcopy teacher schedules
- Prepare substitute packets
- Place a daily announcement on the homepage for the High School webpage
- Reconcile all absences in Aesop for the High School and Price
- Schedule coverage requests for individual class periods and track use of coverage for faculty
- Utilize office technology to include, but not limited to: verification of student contact information, Infosnap, PIMS data, and PowerSchool information for secondary students

**II. Job Requirements**

**a. Basic Qualifications**

- High School Diploma or Equivalent
- Minimum of 3 (three) years working in an office environment

**b. Additional Qualifications**

- Computer skills including proficiency in Microsoft Office, Outlook, PowerSchool and Canvas
- Must provide a PA Child Abuse Clearance, PA Criminal Record Check, FBI Background Check, Health Record, TB test results, ACT 24 Report, ACT 126 Training Certificate

**c. Physical Demands**

- Ability to stand, sit, and walk for extended periods of time
- Ability to type and use both hands for grasping and repetitive motions
- Some bending and twisting of the body required
- Ability to lift/carry no more than 15 lbs. independently
- Visual and audio acuity including ability to read computer screens and written documents
- Ability to use the telephone and speak clearly and distinctly

**d. Work Environment**

- Typical office setting subject to inside and outside environmental conditions
- Working hours are Monday – Friday from 7:30 AM – 4:00 PM

*Reasonable accommodations may be made to enable a qualified individual with a disability(s) to perform the primary duties and responsibilities of this job.*

*Lower Dauphin School District is an Equal Opportunity Employer.*