

Student Support Secretary

Morgan County R-1 School District

Job Description

Primary Purpose: The Student Support Office Secretary is responsible for assisting the Academic and Career Director, Counselor and School Based Social Worker.

Qualifications: High School Diploma or equivalent

Special Knowledge or skills: Ability to be trained and demonstrate competency with office skills, computers, productivity software and Tyler SIS. Employees must also successfully pass a criminal background check. Meet health and physical requirements. Preferences include experience working with children.

Requirements (Essential Functions): Each employee in this position must be able to concentrate, think, learn, read, and communicate verbally and in writing, and work with constant interruptions.

Supervisor(s): Counselor/Building Principal;

Job Goal: To work with supervisors, staff, students, and parents to facilitate a smooth, positive operation of the school facilities.

General Expectations:

Each employee of the Morgan County R-1 School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of a productive member of society. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

Communication

1. Acts as office receptionist and greets the public by telephone as well as in person.
 2. Serves as secretary to Academic and Career director including the scheduling of appointments for parents, students and stakeholders.
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3. Assist in communicating with sending and receiving districts regarding student transfer records.
4. Assist in recording student information in permanent records
5. Assist in creating new student files and ensure completeness of records
6. Assist with processing changes and adjustments to student schedules.
7. Assist in preparing documents and lists for scholarships and other student recognitions as requested.

Organization

1. Work with teachers to identify students who might be at risk.
2. Organize and oversee buddy pack program
3. Assist in the coordination of Mental Health services
4. Work directly with students to help them obtain organizational skills.
5. Check student assignment books at the end of the day and make sure they have all materials to complete homework.
6. Assist in the organization and supervision of Dual Credit classes, A+ tutoring and other areas as needed.
7. Maintain accurate records and files.

Collaboration

1. Serve as Leadership Team Representative for non-certified staff members.
2. Work under the direction of the counselor and classroom teachers.
3. Reinforce teacher instruction.
4. Fill in as secretary in the main office/cross train to maintain smooth operation of the building when other secretaries are absent.

Support

1. Assist in making awards at the end of the year.
2. Assist the Building Test Coordinator in preparing, distributing, collecting and shipping district test materials.
3. Assist with student assessment.
4. Supervise Peer-Mediation groups.

Public Relations

1. Assist in supervision during passing time and at school releases each day.
 2. Welcome new students/families to our district and facilitate the enrollment process.
 3. Assist with student orientation sessions.
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Reports/Records

1. Assist student schedules into the computer.
2. Assist in Compiling and distribute ineligibility lists for sports to administrators
3. Record test scores and other pertinent information on student transcripts.
4. Assist in the career planning process.
5. Assist in point of sale transactions for breakfast and lunch.
6. Maintain confidentiality concerning all information protected by FERPA.

Miscellaneous

1. Complete any other reasonable duty supervisor may assign.

Evaluations:

Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.

