



School Secretary

Louisiana Academy of Production

SCOPE OF RESPONSIBILITIES

To provide essential secretarial and clerical services to support the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Follows policies, procedures, rules, and regulations of the **Louisiana Academy of Production Board of Directors**.
- Attends work regularly and arrives punctually.
- Follows the time and/or duty schedule authorized by the supervisor/designee for the workday.
- Notifies supervisor promptly in case of absence and communicates in advance the date of return so proper provisions can be made.
- Works cooperatively with others and displays proper respect for superiors.
- Observes professional lines of communication at all times with individuals inside and outside the school system.
- Makes use of constructive criticism and avoids the use of sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and ethnic slurs when dealing with others.
- Performs other duties as may be assigned which are related to the scope of the job.
- Answers telephones and takes/relays messages in a polite, timely manner.
- Prepares and types error-free reports, letters, inventories, memoranda, and related documents.
- Coordinates the routing of substitute teachers (if assigned).
- Maintains student cumulative folders (if assigned).
- Maintains student attendance reporting and records (if assigned).
- Monitors budget expenditures (if assigned).
- Conducts bookkeeping for all school accounts (if assigned).

Equal Opportunity Employer

In accordance with the Americans with Disabilities Act (ADA), Louisiana Academy of Production provides reasonable accommodations to qualified individuals with disabilities. Applicants or employees who require a reasonable accommodation to participate in the application or hiring process, to perform the essential functions of the position, or to receive other benefits and privileges of employment should contact Human Resources.

- Prepares and routes purchase orders and requisitions as required (if assigned).
- Maintains office or supply inventories and current telephone listings.
- Completes filing tasks efficiently and maintains the principal's or school's appointment calendar.
- Serves as receptionist, greets visitors, and directs them to the appropriate locations.
- Receives, opens, sorts, and routes incoming mail.
- Administers medication to students (if trained and required).
- Calls parents as assigned and sends school communications.
- Reproduces and distributes materials as required.
- Enters data into computer files and accesses data as needed for school operations.
- Creates or revises forms and collects data from various sources to create reports.
- Informs the Principal of any special or emergency issues requiring immediate attention.
- Maintains a high level of ethical behavior and strict confidentiality of work-related information.
- Serves as a role model for students in conduct, grooming, and dress

WORK ENVIRONMENT & REQUIREMENTS

- **Work Environment:** Must be able to work in an office setting with a variety of persons and in a school setting that includes both climate-controlled and outside areas subject to climate extremes. Must comply with daily hours at the assigned school site.
- **Communication Skills:** Must effectively communicate in standard English (oral and written); accurately relay information via communication systems; and interact pleasantly with students, parents, staff, and the public. Must be able to follow directions, prioritize tasks, and perform work independently.
- **Equipment Used:** Must be able to operate the telephone, computer, copy machine, laminator, calculator, and other appropriate office/classroom machines.
- **Physical Involvement:** Must be able to stand, walk, reach, bend, squat, and occasionally lift up to 15 pounds.
- **Mental Involvement:** Must be able to understand and follow instructions, maintain emotional control under stressful situations, and work with minimal supervision.
- **Human Relations:** Must work cooperatively with the school community, respond positively to suggestions for improvement, and maintain confidentiality.

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QUALIFICATIONS

Minimum Qualifications:

- High school diploma or equivalent (GED/HiSet).
- At least 18 years of age.
- Successful completion of a school-administered skills test.
- Knowledge of business English, grammar, punctuation, and basic mathematical functions.
- Ability to edit correspondence and provide error-free copies.

Preferred Qualifications:

- Clerical training and experience in computers and current word processing software.

JOB TITLE: School Secretary

REPORTS TO/EVALUATED BY: Principal / Designee

TERMS OF EMPLOYMENT: 202 days, 10-Month

SALARY RANGE: School Secretary (202 days) Salary Schedule

ROLE DETAILS

This full-time position offers a competitive benefits package including:

- Medical – Blue Cross Blue Shield of Louisiana
 - Blue POS Copay 70/50 \$2500
 - Premiums are age-based, with the employer covering 80% of the employee-only premium
- Dental – Employee-only coverage 100% employer paid
- Vision – Employee only coverage 100% employer paid
- 403 (b) Retirement plan with a 3% employer match
- Paid monthly over 12 pay periods

APPROVED: _____ **DATE:** _____

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(Executive Director/Principal)

REVIEWED AND AGREED TO: _____ **DATE:** _____

(Employee Signature)

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