

MARION COMMUNITY SCHOOLS

Marion, Indiana

Job Description

Position Title: High School Support Secretary-Discipline

FSLA Status: Non-Exempt

Responsible to: Executive Assistant for MHS

Supervises: N/A

Evaluated by: MHS Assistant Principal

Terms of Employment: 183 days

Evaluation Period:

- Formative evaluations throughout the school year as per MCS Performance and Assessment procedures
- Annual evaluation prior to May 30

Purpose of the Position: To provide support to the general public when visiting Marion High School; give assistance and exemplify a positive attitude to all visitors and students; provide assistance to the executive assistant, staff and teachers.

Classified as Confidential Employee: Functional responsibilities or knowledge in connection with the issues involved in dealings between the school corporation and its employees require strict adherence to confidentiality.

Minimum Requirements: The following qualifications represent the minimum requirements necessary for an individual to perform this position effectively.

- High School Diploma, GED or Equivalent
- Experience in the use of technology in the following areas: word processing, Windows, creation of computer graphs & spreadsheets, desktop publishing on Microsoft Word, Publisher or Adobe PageMaker
- Demonstrated proficiency in typing

Essential Functions of the Position: The following functions have been determined by Marion Community Schools to be essential to the successful performance of this position.

- Serve as confidential secretary to the assistant principals in the discipline office.
- Enter all discipline and dress code referrals for MHS and TACTC.
- Assist in the scheduling of student detentions and track detention attendance.
- Manage student ID system and create ID's for all students, grades 9-12.
- Create passes or make calls to classrooms for students to be seen by assistant principal.
- File all referrals for grades 9-12.
- Create monthly discipline reports.
- Maintain a positive and pleasant climate in the office for students and staff.

Secondary Functions of the Position: The following functions, while important and necessary to the position, have been determined by Marion Community Schools to be marginal to the successful performance of this position.

- Assist when necessary and appropriate with students regarding dress code.
- Maintain dress code compliant clothing closet – organizing, washing, and helping students in need of dress code compliant clothing.
- Serve as a member of the PBIS team.
- Pull data and create weekly reports for the PBIS team to evaluate.
- Assist in the creation of AOS procedures.
- Provide coverage for the main office, as needed.
- Provide assistance to the graduation coach, as needed.
- Perform other duties and responsibilities as directed by building principal and/or the Superintendent.

Special Assignments:

- Maintain bulletin boards

Knowledge of:

- Policies, procedures and functions of office administration
- Applicable software and applications

Ability to:

- Plan, organize, and schedule priorities.
- Use independent judgment and initiative in making sound decisions and in developing solutions to problems.
- Discreetly handle confidential and politically sensitive matters.
- Make independent decisions in accordance with established policies and procedures.
- Tactfully and courteously respond to requests and inquiries/complaints from the general public and staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with students, staff and the community.

Equipment Used:

- General Office Equipment (computer, telephone, copier, fax machine, typewriter)
- Push-to-Talk radio

Place Where Work is Performed:

- Marion High School

Physical Demands:

- Must be able to sit and/or stand for long periods of time.
- Must be able to stoop, kneel or crouch.
- Must be able to hear and speak clearly.
- Must be able to lift items up to 20 lbs.

How this Job Description was developed:

This job description was developed by the HR Department in conjunction with the Building Principal.

Marion Community Schools assures Equal Employment Opportunities for job candidates and employees. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.