

Fairfield Public Schools

Title: Secretary to the Headmaster

Job Purpose Statement: Performs administrative and secretarial assistance of a confidential, complex, and responsible nature for the High School Headmaster; performs office management duties, overseeing principal support work areas of the main office, and may perform responsible financial administrative tasks. There is satisfaction in being an integral part of the continued growth and scholastic development of students and young adults and contributing to a positive work climate.

Supervision Received: Receives general direction from the Headmaster, who outlines general policies, assigns duties and reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact. Duties require a high level of organizational and communications skills.

Supervision Exercised: Assigns work to secretarial and clerical staff; transmits instructions of Headmaster to staff members, and follows up to assure compliance with instructions and related time limits. Interacts with secretarial and clerical staff to resolve personnel matters. Directs staff working in main office area in office operations and procedures.

Essential Job Functions: Performs lead office administrative work in all functional areas of school operations, such as communications, fiscal, record-keeping, arrangement and updating of Handbooks and related documents, and dissemination of policies and procedures to staff, students and parents.

Screens correspondence and communications requiring Headmaster's personal attention and prepares replies, including confidential material; receives and screens visitors to office and incoming telephone inquiries; answers inquiries from students, staff, parents and public, determining matters requiring attention of Headmaster, maintains Headmaster's schedule and office calendar. Maintains Headmaster's mail correspondence. Interviews prospective secretarial and clerical employees, and recommends employment of candidates to Headmaster.

Helps maintain school-wide calendar, school website, and processes requests for information to be disseminated. Oversees public address announcements to students and staff. Serves as point person for the organization of the high school graduation ceremony. Assists Headmaster in the preparation of school budget recommendations.

Manages professional development attendance recording and funds for action by Headmaster.

Supervises and/or maintains complex filing system, including confidential materials, personnel records, oversees files of correspondence, memoranda, specifications, and a variety of other information. Serves as liaison to central office and the Human Resources department, conducting state report data entry, maintaining staff attendance records, and hiring forms. Processes time sheets for hourly paid staff positions. Serves as liaison to PTA, town hall, and other community agencies.

Incidental Job Functions: Analyzes office and administrative procedures. Develops improvements to improve work flow and to effect efficiencies.

Serves as co-editor of school newsletter, website, and daily announcements. Develops information bulletins on administrative matters for staff, students and parents.

Arranges for secretary and clerical substitutes. Performs related work as required.

Maintains master list of staff information, including contact information, house assignments, FTE lists, among other information.

Placing service calls, ordering supplies, and serving as point person for issues related to copy machines, telephone service, and ID badges.

Facilitates the implementation of Career and Technical Education (CTE) testing for the Perkins Grant.

Knowledge, Skills and Abilities: A working knowledge of school administration and related policies, procedures and applicable state and/or federal education laws. Knowledge of modern office practices, procedures and equipment. Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform computer skills in the Microsoft Office Suite, including word processing and spreadsheet use, with accuracy and efficiency. Ability to work with current student management system. Ability to perform basic record-keeping and mathematical tasks. Ability to organize and maintain diverse data, files and records. Ability to work effectively in an atmosphere of frequent interruptions and frequent phone calls.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with a high school education; and four years of increasingly responsible office administrative experience; or the equivalent combination of education and experience. The level of independence in performing work is high, the Secretary must be a self-starter with motivation to be part of a team operation. An Associate's or Bachelor's degree is preferred.

Physical Exertion/Environmental Conditions: Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with students, parents and the public, and in meeting schedule deadlines.

7/1/97

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