

## Job Description

**Job Title:** Substitute Secretary

**Supervisor:** Principal

### **Job Summary**

The substitute secretary provides clerical office support in a school office or department.

### **Essential Duties**

1. Performs a variety of clerical tasks as assigned by the building administrators or office manager.
2. Provide customer service to students, parents, staff and community including answer phone, greet and direct visitors, resolve conflict, disseminate information, etc.
3. Operate a variety of office equipment.
4. Sort and distribute mail (internal and external)
5. Maintains a high level of confidentiality.
6. Prepare and process various district documents to meet district, state and/or federal regulations.
7. Perform data entry, word processing, spreadsheet, and a database functions as requested.
8. Models nondiscriminatory practices in all activities.
9. Perform related duties as assigned.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills & Abilities required)**

Must possess a high school diploma or general education degree (GED) and six months related experience and/or training or equivalent combination of education and experience. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Thorough knowledge of standard office practices, procedures, and equipment. Ability to type accurately and at a reasonable rate of speed; familiarity with Microsoft Office. Must possess the ability to establish and maintain effective working relationships with other employees and the general public.

Ability to understand and follow oral and written instructions.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Duties may involve risk resulting from attending to students' physical or sanitation/hygiene needs. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from the school. The noise level in the

work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Appropriate Administrator/Employment Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Substitute Secretary will be required to follow any other instructions and to perform any other related duties as assigned appropriate Administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 03/2021 CR