

SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman
James Pope, III, Vice-Chairman

JOB DESCRIPTION

Job Title: SECRETARY III

Reports To: Principal or Assigned Administrator

Location: Southampton Middle School

Primary Function:

To assure the smooth and efficient operation of the school office so that the maximum positive impact on the education of students can be realized.

DUTIES AND RESPONSIBILITIES

- Provide prompt, friendly, courteous and accurate service to administrators, teachers, support staff, students, parents, and visitors.
- Use appropriate office terminology, business mathematics, and English in communication and finance responsibilities.
- Keep staff and student attendance records and report them accurately to the Central Office.
- Type letters accurately and efficiently, statistical tabulations and data, form letters, memos, purchase orders, reports, grant applications, and other narrative materials.
- Use good judgment in determining appropriate procedures and methods to complete business tasks.
- Use a variety of office machines, computer equipment and software to complete business tasks.
- Respond promptly and courteously to requests made in person or by telephone.
- File promptly and accurately a variety of materials according to prescribed procedures.
- Maintain financial records, posting receipts, and disbursements in accordance with standard school procedures.
- Respond to students in a pleasant, courteous, and helpful manner while maintaining a professional office environment.
- Assist teachers promptly and courteously in obtaining needed resources.
- Assist students and parents promptly and courteously with registration, applications, forms, and procedures.
- Maintain a helpful, pleasant, and professional attitude at all times.
- Assist with the processing and distribution of report cards and interim reports.
- Provide accurate information regarding preparation of grades, promotion, retention, and assessment to teachers.
- Promptly and accurately enter into the computerized student information system (grades, discipline, change of address or telephone, etc.)
- Perform such other tasks and assumes such other responsibilities as determined by the building administrators.

Board of Education

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Florence Reynolds

Boykins District
Dr. Carolyn Modlin

Capron District
James Pope III

Drewryville District
Donna Rountree

Franklin District
Lynn Bradley

Jerusalem District
Christopher Smith

Newsoms District
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At Large
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QUALIFICATIONS:

- High school diploma with post high school related course work preferred
- Competency in business/finance functions
- Excellent skills in written and oral communication
- Computer expertise
- Such alternatives to the above qualifications as the School Board may feel appropriate and acceptable

EVALUATION:

Performance of this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.

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