

## **SCHOOL SECRETARY**

**TITLE:** School Secretary

**LOCATION:** School

**SUPERVISOR:** Building Principal

**SUPERVISES:** NA

### **JOB SUMMARY:**

The School Secretary is responsible for performing a variety of clerical support to the Principal's Office and working as a member of a team.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Perform a variety of clerical activities, sorting and filing of records, documents, mail and other material
- Assist with attendance, absence and tardy tracking; enter information into a student information system
- Generate lists, rosters and reports as needed.
- Enroll, add, transfer, or drop students according to established procedures
- create student cumulative folders
- Assist in verifying residency and immunization information
- Assist in the health office as needed
- Answer phones, greet and direct visitors, take and relay messages; provide routine information to students, parents or guardians
- Operate a variety of office equipment
- Distribute office and classroom supplies as needed
- Receive monies from fund-raising or other school activities
- Assist in supervising students sent to the office for disciplinary or other reasons
- Use a computer and software programs like MS Office to enter, retrieve or archive information.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment in the building
- Perform related duties as assigned by the Administration

**ADDITIONAL RESPONSIBILITIES:** TBD

**PHYSICAL ACTIVITY:** Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

**WORK ENVIRONMENT:** Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

**QUALIFICATIONS:**

EDUCATION

High school diploma or GED.

One (1) years of college preferred.

EXPERIENCE

A minimum of four (2) years of secretarial experience

**OTHER SKILLS AND ABILITIES:**

- Excellent organizational, human relations and decision-making skills.
- Ability to type 50 wpm and take shorthand.
- Ability to respond to oral and written directions.
- Ability to organize an efficient filing system.
- Ability to work independently and efficiently.
- Ability to maintain confidentiality on Board and Administrative matters.
- Ability to respond quickly in case of emergency.

**LICENSES/CREDENTIAL:** N/A

**TERMS OF EMPLOYMENT:** Salary is based on the Secretarial Salary Schedule. Work year is two weeks before the start of school and two weeks after the end of school.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support staff.