



SECRETARY

QUALIFICATIONS:

- ③ High school diploma or equivalent;
- ③ Experience in clerical or secretarial work, requiring frequent contact with the public;
- ③ Ability to accurately count and process cash;
- ③ Computer entry experience;
- ③ Ability to operate standard office machines, including, computer, calculator, copy machine, and fax;
- ③ Ability to maintain, correct, and organize files;
- ③ Ability to schedule job assignments in a timely manner, with little assistance from supervisor;
- ③ Ability to process correspondence and communications routine in nature;
- ③ Ability to comply with established policies or procedures necessary to complete job functions, with limited supervision;
- ③ Exercise diplomacy and tact when dealing with staff, and maintain a high level of professionalism;
- ③ Ability to accurately count and process cash;
- ③ Respect confidential information;
- ③ Have a First Aid card as requested by supervisor; and
- ③ Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

- ③ Building Principal.

JOB GOAL:

- ③ To assure the smooth and efficient operation of the school office, so that its maximum positive impact on the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

- ③ Attend regularly;
- ③ Notify school/department when absent, according to contract specifications; and
- ③ Adhere to arrival, rest periods, and departure times.

Responsibilities include, but are not limited to, the following:

- ③ Perform various receptionist, clerical, and secretarial duties in a school office, including some financial accounting;
- ③ May act as Secretary to the Principal or other Administrators;
- ③ Render various clerical services to teachers, as other duties allow;
- ③ Assist in maintaining and processing appropriate student and school records;
- ③ Type forms, reports, correspondences, and other materials, as assigned;
- ③ Establish and maintain good working relationships;
- ③ Make minor decisions independently, according to District policy and regulations;
- ③ Adhere to prescribed routines;
- ③ Perform some minor First Aid;
- ③ Receive and handle money;
- ③ Operate the office computer systems, including data entry and output, and remain current on administrative computer programs;
- ③ Maintain the confidentiality of staff and student business;
- ③ Participate in inservice training programs as assigned;
- ③ Maintain a safe, well-organized work area; and
- ③ Perform other duties, as assigned.

PHYSICAL REQUIREMENTS

- ③ In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- ③ Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- ③ Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- ③ According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- ③ Performance will be evaluated annually, in accordance with Board policy and established procedures.

I have received a copy of this job description.

Signature

Date