



# PHILADELPHIA PUBLIC SCHOOL DISTRICT

## Job Description



TITLE: Secretary: Elementary

Board Approved: September 8, 2015

### **EDUCATION QUALIFICATIONS AND PREREQUISITES**

1. High School diploma or equivalent
2. Two years' experience preferred
3. Typing and computer skills
4. Strong written and verbal communication skills
5. Strong organizational skills
6. Reasonable bookkeeping knowledge
7. Ability to multitask
8. Poised, Diplomatic, Congenial manner
9. Well groomed appearance
10. Other qualifications as may be set by the Elementary Principal

**SUPERVISES:** N/A

**REPORTS TO:** School Principal

### **JOB GOAL**

1. To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned
2. To ensure the smooth and efficient operation in the school office so that the office's maximum positive impact on the education of children can be realized

### **TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:**

1. Perform all general secretarial/clerical duties for the school office
2. Type correspondence, charts, reports, etc. as needed
3. Answer telephone; take and deliver messages; receive and assist visitors; help students, faculty, and staff as necessary
4. Receive, sort, and deliver mail; prepare outgoing routine and volume mail
5. Keep staff attendance, payroll records, and submit to supervisor for review and approval
6. Duplicate, photocopy, collate, and assemble miscellaneous printed matter
7. Make appointments, arrangements, reservations, etc. for principal, students, employees, and parents
8. Requisition, receive, unpack, store, issue, and inventory supplies and equipment
9. Receive, balance, and issue cash as the need arises
10. Relate to parents and other community members, individual and corporate, in a positive and helpful fashion
11. Perform other duties as assigned

### **TERMS OF EMPLOYMENT**

197 or 235 days annually (unless otherwise specified by the building principal)

### **EVALUATION**

Performance of this job will be evaluated in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.