

TITLE: SECRETARY

Definition: An employee hired to manage correspondence and detailed work in school business for their direct superior.

QUALIFICATIONS:

1. High school diploma; Associate's Degree preferred
2. Computer experience required
3. Strong written and oral communication skills required
4. Proficient word processing skills
5. Ability to establish and maintain cooperative relationships with students, parents, and staff
6. Basic bookkeeping skills that includes reconciling monthly bank statements and keeping orderly records to support the activity within the account
7. Ability to operate the usual office equipment
8. Ability to enter purchase orders, receive items ordered on the computer, and use the installed system

REPORTS TO: Direct Supervisor

JOB GOALS:

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

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Performs usual office routines.
2. Maintains such student records as shall be required.
3. Receives and routes all incoming calls.
4. Distributes the mail, including occasional pick-up or drop off of mail at Central Office.
5. Maintains a daily staff attendance log and the concomitant records for substitutes and payroll.
6. Maintains a log of visitors to the school.
7. Operates word processors, computers, calculators, copiers, facsimile machines, and laminators.
8. Maintains current first aid card and administers first aid to minor wounds.
9. Administers medication to students upon school nurse authorization.
10. Maintains financial records, including bank deposits, and cash drawer for athletic events.
11. Processes purchase requisitions and follow-up documentation.
12. Accomplishes other duties as assigned.

TERMS OF EMPLOYMENT:

1. Secretaries work teacher days plus 20 additional days, 10 before school begins and 10 after it ends (the same as their principal), 8 hours per day
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED: February 6, 1996
STAFF HANDBOOK: August 2002
August 2006