

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** School Secretary

### **QUALIFICATIONS:**

- A reasonable degree of proficiency in typing, dictation, and computers
- Working knowledge of basic office procedures and the operation of common office equipment and machines
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Good physical condition with ability to lift 10 pounds

**REPORTS TO:** Principal

**SUPERVISES:** N/A

**JOB GOAL:** 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

### **PERFORMANCE RESPONSIBILITIES:**

- Perform the usual office routines and practices associated with a busy yet productive and smoothly run office
- Maintain such student records as shall be required
- Receive and route all incoming calls
- Contact substitute teachers
- Greet visitors to campus
- Act as liaison between school and central office
- Disseminate material to school personnel
- Input SAM Spectra and MSIS information for school personnel and students
- Set appointments for teachers and principal
- Maintain a daily teacher attendance log and the records for substitute teachers
- Ring the bells that signal school opening, class-changing time, and school closing when necessary
- Assist with scheduling when required
- Assist teachers in preparing instructional materials as requested
- Perform any bookkeeping tasks associated with the specific position
- Prepare reports for the principal as shall be required
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)