

Sunflower County Consolidated School District

Miskia Davis, Interim 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)

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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)