



Job Title: Middle School Secretary
Reports to: Principal
Employment: 10 months (210 days)
Start Date: August 3, 2026 - Some days prior to August 3rd may be required for training
Summary: The Assistant School Secretary is responsible for a variety of duties, which contributes to a smooth operation of the school building.

Under the direct supervision of the Principal and Assistant Principal, this position provides comprehensive administrative and secretarial support to school leadership. The role serves as a central point of communication for students, staff, parents, and the public while supporting daily school operations. Responsibilities include coordinating office activities, maintaining records, managing scheduling, and ensuring compliance with district policies and procedures. The position requires handling confidential information, exercising independent judgment, and managing multiple priorities in a fast-paced environment.

Qualifications

- High school diploma or equivalent required
 - Spanish speaking preferred
 - Prior office or clerical experience required
 - Strong written and verbal communication skills
 - Excellent interpersonal and problem-solving abilities
 - Strong organizational and time management skills
 - Proficiency in computer applications (e.g., Word, Excel, PowerPoint, student information systems, and email platforms)
 - Ability to maintain confidentiality and exercise tact and diplomacy
 - Ability to multi-task and work effectively despite frequent interruptions
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Essential Job Functions

Administrative Support & Communication

- Serve as liaison between administration, staff, students, parents, and external organizations
- Respond to inquiries and provide information through phone, email, and in-person communication
- Assist visitors, including students, parents, and staff
- Compose and prepare correspondence, reports, newsletters, memos, and other documents
- Maintain calendars for school administrators and building events

- Coordinate meetings, appointments, and school activities (e.g., conferences, assemblies, open house, testing, field trips)
- Assist in organizing school-wide events and logistical planning
- Maintain accurate records, files, and documentation in accordance with district and legal requirements
- Compile and track data such as attendance, enrollment, payroll, and reports
- Support student registration, enrollment, and records management

Operational & Office Management

- Oversee daily office operations to ensure efficient workflow
- Manage incoming and outgoing mail
- Maintain inventories of supplies and materials
- Prepare purchase orders and support finance-related processes
- Collaborate with administration on building calendar and operational needs
- Serve as recording secretary at meetings as assigned

Team Support

- Provide guidance and coordination of clerical office staff as needed
- Collaborate with internal teams and external partners (e.g., transportation, food service, vendors)

Other Duties

- Perform additional duties as assigned to support school operations
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Skills, Knowledge, and Abilities

Skills

- Proficient in office technology and software applications
- Strong organizational and multitasking skills

Abilities

- Maintain confidentiality and handle sensitive information
 - Adapt to changing priorities and interruptions
 - Communicate effectively with diverse groups
 - Analyze situations and problem-solve independently
 - Work collaboratively and demonstrate professionalism and courtesy
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Work Environment

This position is performed in a school office setting. Physical demands may include light lifting, standing, walking, and extended periods of sitting and computer use. The environment is generally clean, structured, and fast-paced.