

QUALIFICATIONS:

Any combination equivalent to high diploma or GED Certificate; responsible and varied secretarial experience; possess the necessary literacy skills to fulfill the performance responsibilities of the job.

REPORTS TO:

Principal

PRIMARY JOB GOAL:

To efficiently and pleasantly oversee the smooth and effective operation of the school office so that the office's maximum positive impact on the education of the children of the school can be realized; to perform highly responsible secretarial duties and provide clerical support to the faculty and staff of the school for the successful implementation of the school's program and services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of school administrative office principles, procedures, practices, and equipment; knowledge of school/district organization, operations, and objectives; excellence in business English, grammar, spelling, punctuation, and telephone techniques and etiquette; ability to communicate clearly and concisely, both orally and in writing; ability to maintain a pleasant attitude and to establish and maintain effective working relationships with others and work effectively under minimum supervision; possess skills in various office equipment including copy machines, typewriters, computers, work processors, and peripheral equipment; proficient typing and keyboarding skills; ability to work under pressure to meet the demands of the job; ability to establish and maintain a variety of complex and confidential files and records; ability to work confidentially with discretion; possess organizational skills.

PERFORMANCE RESPONSIBILITIES:

- Promotes harmony and good will with the public in a manner that merits respect.
- Welcomes visitors courteously and arranges for their comfort, and screens unexpected callers in accordance with pre-determined policy, checks appointments, and directs or escorts them to the proper person.
- Reports immediately the presence in the building of any visitors who by-pass the reception desk and/or any suspicious activity or unusual behavior on the part of the visitor.
- Maintains an attractive and comfortable reception area.
- Insures that office desks, typewriters, machines, etc. are kept clean and properly maintained.
- Answers the telephone for the school and responds appropriately to requests for information; takes phone messages for faculty, staff, and students.
- Provides detailed and technical information concerning school policies, procedures, and established regulations.
- Receives all outgoing mail daily; meters postage on authorized mail; sorts all mail in proper order; delivers outgoing mail to the Post Office.
- Receives, processes, and distributes all incoming mail to the appropriate people.
- Prepares parcels for mailing or shipping, and receives and distributes shipments from truckers and delivery services.
- Assists in the orientation of new and substitute employees.
- Assists in the ordering of office supplies as needed.
- Obtains, gathers, and organizes pertinent and faculty data as needed and puts into usable form.
- Maintains an alphabetical list of staff members' names, addresses, room locations, and telephone numbers.
- Maintains a regular filing system, as well as a set of locked confidential files, and, as instructed, processes incoming correspondence.
- Classifies materials in a systematic way with labels or other appropriate identification data.
- Operates office copy and other duplicating machines, computers, printers, and/or binders, and helps control their usage.
- Assists in the preparation of all school annual reports.

- Assists in maintaining a file of office and classroom inventories of equipment, supplies, and books.
- If applicable works with Principal on discipline referrals and detention notices.
- Assists students needs in clinic (contacting parent or guardian, making supplies available, gives medication, recording presence, etc.)
- Handles sick room duties.
- Checks students in and out as needed.
- Performs related duties and assumes other responsibilities as may be assigned by the building Principal and the Director.

TERMS OF EMPLOYMENT:

205 days per year; salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval:

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____