

Bridgeton Public Schools Job Description

POSITION: **Secretary**

QUALIFICATIONS: Minimum High School Diploma, Required criminal history background check.

REPORTS TO: **Building Administrators**

JOB GOAL: **To assure the smooth and efficient operation of the school and/or district offices so that the maximum positive impact on the education of students can be realized.**

PERFORMANCE RESPONSIBILITIES:

- 1. Performs usual office routines and practices associated with a busy yet productive and smoothly run office.**
- 2. Types and files all administrators' incoming and outgoing correspondence.**
- 3. Receives, places and routes phone calls.**
4. Is responsible for all State reports (Fall reports, etc.) and monthly reports.
5. Types and files all evaluations.
6. Types school bulletins and fire drill reports, letters for meetings and sends notices.
7. Handles all school monies.
8. Keep class lists up to date, recording transfers and withdrawals of all students.
9. Prepares budget **and order supplies as needed.**
10. Is responsible for checking in all school supplies throughout school year.
11. Keeps record of teacher absences and substitutes.
12. Is responsible for teacher and aides' payment vouchers.
13. Performs any bookkeeping tasks required.
14. Maintains such records and files as shall be required.
- 15. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations or proficiency with the District's designated word processing software.**
- 16. Obtains, gathers, and organizes pertinent data as needed and puts it in usable form.**
17. Maintains a schedule and arranges appointments.
18. Welcomes visitors as needed.
- 19. Maintains an attractive and clean work area.**
- 20. Maintains the confidentiality of pupil records, employee records and school district data.**

21. Supervises the mail process.

22. Keeps policy manuals up to date.

23. Performs other duties as required by the administrator.

TERM OF EMPLOYMENT:

10/12 Months. Salary to be determined by the Board of Education.

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

TME/et

Revised 4-11