

Title: Building Secretary

Qualifications:

- High School Diploma or general education degree (GED)
 - Associate's degree preferred
- Proficiency with Microsoft Word, Excel, Powerpoint, Google Suite, Infinite Visions
- Related experience desired
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Principal or Designee

FLSA Status: Non-Exempt

Performance Responsibilities:

1. Responds to telephone inquiries regarding school programs and activities.
2. Performs a variety of clerical duties such as typing, photocopying and distributing mail.
3. Greets visitors as they arrive at the district office.
4. Process incoming and outgoing correspondence by the District Office Leadership.
5. Assist in the preparation of monthly and annual reports for the district as needed.
6. Assist with data entry and retrieval of student information.
7. Provides assistance and gathers information in several highly confidential areas. Has access to all student records, all District accounts, and legal files.
8. Performs other duties as assigned.
9. Types, copies, collates reports, memos, and correspondence for the Principal (i.e. School Improvement Plan, Course Descriptions, Technology Report, meeting and activity reminders, etc.).
10. Schedules appointments for the Principal including conferences, teacher evaluations, etc.
11. Screens, directs and/or responds to inquiries either in person or over the telephone for the Principal and other school personnel. Will handle some calls (i.e. sales) and/or redirect to the District Office. Serves as a resource to the switchboard by accepting all calls that are not clearly for anyone else.
12. Maintains files for the Principals office.
13. Updates and purges information, as needed.
14. Opens, dates and sorts mail addressed to the Principal. Will re-distribute or respond personally, if possible.
15. Collects and deposits all monies for school related activities. Fees collected are typically from registration, vending, student council, ball games, outdoor education, and other activity accounts.
16. Organizes and maintains the school calendar. Schedules the use of the building, cafetorium, and conference rooms.
17. Transmits, receives and distributes all faxes for the building.
18. Monitors field trips. Tracks costs, orders buses, adds to school calendar. May be required to collect and deposit field trip money.

Terms of Employment: 12 months

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel