



# Marquardt School District 15 Job Description

**Job Title:** School Secretary

**Supervises:** N/A

**Evaluation:** Evaluated by the Principal

**Position Type:** Full time, Non-Certified, 10.5-month

**Reports To:** Principal

**Role Purpose:** *To directly assist the school in the coordination of all school related functions, responsibilities, and tasks.*

## Qualifications

- Two years of secretarial experience
- High School Diploma/GED required

## Knowledge and Skills

- Collaborate and work cooperatively with students, staff, parents, and other various stakeholders
- Understands how to build and maintain effective relationships
- Strong verbal and written communication skills
- Ability to plan, prioritize, and manage multiple projects simultaneously
- Demonstrates dependability and promptness
- Proficient skills in Microsoft programs, particularly Word and Excel

## Essential Responsibilities

- Oversees and contributes to a high level of effectiveness within the school office
- Student data entry into Student Information Systems
- Communication with parents in regards to day-to-day school operations
- Processes new student registration and records
- Utilizes computer software (Microsoft Office, PowerSchool) in an effective and proficient manner
- Preparing and coordinating data for assigned reports required by the State and Federal governments
- Attend and participate in available trainings to gain proficiency in the role
- Assists with school correspondence to families and school social media accounts
- Reporting to, working collaboratively, and communicating effectively with school administration
- Performs the usual office routines and practices associated with a busy, productive, and smoothly run department.
- Communicates effectively with school & district personnel, students and parents about school meal programs
- Demonstrates dependability and promptness
- Ability to manage multiple tasks and complete tasks in designated timelines
- Additional duties as assigned by school administration

## Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Frequent repetitive activities including hands, arms, and legs for clerical related work. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## Work Environment

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheets, and various databases. The employee shall use Board approved resources and technology. While performing the duties of this job, the employee regularly works inside a school setting and is subject to noise at a moderate level. At times, the employee may work in a setting subject to noises associated with an educational environment.

**Reviewed/Revised:** November 22, 2022