

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Secretary

Reports to: Building Principal

Employment Status: Full time

FLSA Status: Non-exempt

QUALIFICATIONS:

1. Be eighteen years of age or older.
2. High School diploma, or equivalent, together with a minimum of two years' secretarial training beyond high school or equivalent work experience.
3. Must pass criminal background check.
4. Must possess high moral character.
5. Possess a regular and predictable attendance record without tardiness.
6. Valid driver's license.
7. Have ability to maintain a high level of ethical behavior and confidentiality of information.
8. Be willing to participate in a training program at the beginning of employment if requested.
9. Possess exceptional ability to deal courteously and effectively with the public, students, and school personnel.
10. Have ability to perform job responsibilities with limited supervision.
11. Exhibit good judgment in making decisions.
12. Possess a high degree of proficiency in office procedures, typing, computers, office machines and general secretarial skills including spelling, grammar, and mathematics.
13. Have excellent telephone skills.

GENERAL DESCRIPTION:

Prepares general office correspondence, reports and documents; receives telephone calls and visitors; collects money, posts, and deposits money to proper account.

ESSENTIAL FUNCTIONS:

1. Prepares general office correspondence, reports and documents (e.g. letters, EMIS, sick leave, memos, transcripts, grade cards, honor roll, attendance, etc.)
2. Receives and makes telephone calls, receives visitors, exchanges information and directs messages to appropriate personnel.
3. Receives and routes incoming mail to appropriate personnel
4. Collects money, posts to proper journal and deposits money to proper account (e.g., workbooks paper/pencil supplies, student activity accounts, lunch tickets, bookstore, etc.)
5. Maintains office filing system and records including student information records.
6. Operates equipment (e.g. computer, typewriter, copier, public address system, etc.)
7. Orders, sorts, and delivers teacher supplies.

8. Enrolls new students into school, withdraws students, and gathers all required related information for enrollment or withdrawal.
9. Schedules and reminds building administrator of appointments.
10. Responds to routine inquiries/complaints or timely refers to appropriate party.
11. Composes basic communications between the school, patrons, and other agencies.
12. Maintains confidentiality of matters involving individual students and staff.
13. Assists with sick/injured children in absence of nurse (e.g. takes temperature, applies bandages or ice, disburses prescriptions, assists with soiled clothing, call parents, etc.).

OTHER DUTIES AND RESPONSIBILITIES:

1. Demonstrates positive relationship with students, staff and parents.
2. Performs other duties assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:	Board policies and procedures, building policies and procedures; secretarial techniques and procedures; public relations; bookkeeping, scheduling; state reporting; study activity fund; EMIS; purchase orders.
Ability to:	interpret policies, procedures, and regulations; follow instructions; communicate effectively, maintain files and reports, collect data; schedule.
Skill in:	use of computer, typewriter, public address, telephone, fax machine, other office machines.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

EQUIPMENT OPERATED:

Computer, public address system, typewriter, copier, fax machine, all office machines.

ADDITIONAL WORKING CONDITIONS:

Occasional: exposure to blood, bodily fluids and tissue, irritating chemicals, unruly children/adults, electrical hazards, inclement weather driving conditions.

TERM OF EMPLOYMENT:

Twelve month secretary – two hundred thirty nine duty days plus thirteen paid holidays.
Ten month secretary – two hundred duty days plus eleven paid holidays.
Nine month secretary – one hundred ninety two duty days plus eleven paid holidays.

PERFORMANCE EVALUATION:

Conducted by Building Principal.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Board of Education.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Employee

Date

[Approval date: June 12, 2006]

[Updates approved: August 10, 2015]