

JOB DESCRIPTION

JOB TITLE: Elementary/Middle School Secretary **PAY GRADE:** 203
REPORTS TO: Principal **WORK DAYS:** 190 Days
DEPT/SCHOOL: Assigned Campus **DATE REVISED:** 02/26
WAGE/HOUR STATUS: Nonexempt

PRIMARY PURPOSE:

Facilitate the efficient operation of the school's office and provide clerical services for the school.

QUALIFICATIONS:

Minimum Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Organizational skills
Computer knowledge, Microsoft Office Software
Proficient skills in typing, 10 key calculator, word processing, and file maintenance
Effective interpersonal and telephone etiquette skills
Basic math skills
Excellent secretarial skills
Bilingual Preferred

Minimum Experience:

One to two years of secretarial experience, preferably in a public school education environment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Liaison between school and parents.
2. Answer phone and take messages.
3. Record daily attendance.
4. Register and withdraw students.

MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:

5. Prepare payroll.
6. Schedule parent/teacher conferences.
7. Disseminate mail to appropriate persons.
8. Assist and coordinate school wide activities.
9. Type correspondence, reports, and requisitions.
10. Maintain general student files.
11. Maintain confidentiality.
12. Perform other related duties as assigned.

EQUIPMENT USED:

Computer and copier

WORKING CONDITIONS:**Mental Demands:**

Reading: ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands / Environmental Factors:

Repetitive hand motions, prolonged use of computer. Works with frequent interruptions and regular attendance

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____