

JOB DESCRIPTION

JOB TITLE: School Secretary
High School

PAY GRADE: 203

REPORTS TO: Principal

WORK DAYS: 194 Days

DEPT/SCHOOL: Assigned Campus

DATE REVISED: 10/18

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:

Proficient skills in typing, words processing, and file maintenance

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.
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.

MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:

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 _____