

TITLE: **SECRETARY**

QUALIFICATIONS: High School Diploma
Excellent Communications and Human Relations Skills
Technology Skills
Analytical and Computational Skills

JOB GOALS: To assist in the smooth and efficient operation of an office, so that it can play an effective part in the education process.

REPORTS TO: **ADMINISTRATOR**
SUPERVISOR
BUILDING PRINCIPAL

PERFORMANCE RESPONSIBILITIES:

In order to fulfill his/her professional responsibilities, the **SECRETARY** shall:

A. Office Practices and Procedures

- Maintain properly identified, organized, and up-to-date files and records.
- Prepare reports that are accurate, understandable, and complete.
- Prepare office correspondences.
- Operate office equipment.
- Demonstrate a command of business English.
- Type letters, reports, and other forms of communication.
- Maintain a schedule of appointments.
- Demonstrate proficiency in district technology.
- Use computer software to prepare materials, as requested.
- Assist with visitor management on a daily basis.
- Have a full understanding of how to operate and activate the emergency notification system.

B. Work Output/Adaptability

- Handle workload efficiently.
- Meet work deadlines set by supervisor.
- Adapt effectively to changes or interruptions in work routine.
- Display a willingness to help out when a co-worker is absent.
- Effectively handle several assignments at the same time.

C. Problem Solving/Decision Making

- Ask for help when encountering problems beyond one's scope.
- Respond appropriately to emergency situations.
- Exercise discretion and maintain confidentiality.
- Inform supervisor of anticipated problems that may need immediate attention.
- Analyze and present alternatives clearly.
- Prioritize own work flow.

D. Initiative

- Handle routine matters effectively without involving the supervisor.
- Follow through on an assignment to its completion.
- Seek out required information for doing the job rather than waiting for it.
- Seek out additional work when own job demands are low.
- Suggest and/or develop new and improved methods to do the job.
- Keep the office efficiently organized.
- Demonstrate initiative for in-service on current and new job procedures.

E. Job Relations/Attitude

- Effectively handle sensitive situations involving school community or public.
- Deal with district personnel in a courteous and professional manner.
- Deal with community members in a courteous and professional manner.
- Accept constructive criticism in a spirit of professional growth.
- Help to create a positive climate within the office.
- Display professional attitudes such as accountability, trustworthiness, loyalty and a willingness to assist co-workers.

F. Communications

- Answer phones and e-mail in a courteous and friendly manner.
- Demonstrate proper telephone etiquette.
- Accurately record and relay telephone messages.
- Use proper grammar.
- Execute the supervisor's instructions completely and efficiently.

Performs miscellaneous job-related duties as assigned by Supervisor.

Personnel Committee Review: 05/06/19

Board Approval: 05/20/19