

SUPPORT STAFF POSITION

TITLE: Secretary

QUALIFICATIONS:

1. High School Diploma
2. Proficiency in MSOffice including Outlook, Word, Excel, Mail Merge functions
3. Proficient in word processing/ typing
4. Good communication skills/ customer service skills both in person as well as on the phone and via email.
5. Required criminal history check and proof of U.S. citizenship or resident alien status
6. Ability to gain and maintain proficiency with required texts including databases, student and staff forms, etc.

REPORTS TO: Assigned Administrator

FUNCTION: To carry out all secretarial and clerical duties required and to assure the smooth and efficient operation of the school/ administrative office in a confidential manner so that the office's maximum positive impact on the education of children can be realized.

DUTIES:

1. Receives and routes incoming calls and correspondence.
2. Greets students, staff and the public with professionalism and kindness.
3. Performs usual office routines.
4. Types correspondence, notices and reports.
5. Maintains a well-organized up-to-date filing system.
6. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
7. Arranges meetings, prepare agenda items when necessary, and handle follow-up activities as necessary.
8. Assists, logs in, and directs visitors to the schools.
9. Maintains confidentiality when dealing with student and staff records as required and appropriate
10. Performs other tasks related to the efficient operation of the office as assigned.

TERMS OF

EMPLOYMENT:

12 month employee. Salary determined by the negotiated agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board of Education policy.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.