

PROFESSIONAL JOB DESCRIPTION



TITLE: Secretary - School Building

REPORTS TO: Principal and/or Assistant Principal

POSITION GOAL:

To assist the principal in the completion and achievement of all duties related to the general leadership of the individual school building.

QUALIFICATIONS:

1. High school diploma with secretarial and college experience preferred.
2. Proficient in written and oral communication, strong technology skills, and such qualifications as the District may find appropriate and acceptable.
3. Exemplary organizational skills and ability to carry through multiple tasks in meeting deadlines.
4. Self-motivated and self-starter person with strong interpersonal skills. Capable of working independently as well as collaboratively.
5. Willing and able to adapt to change. Grace and composure in adverse situations.
6. Trustworthy with confidential material.

PERFORMANCE RESPONSIBILITIES:

1. Process incoming correspondence: written, phone, and other forms of incoming information.
2. Maintain all building data systems, confidential records, and student cumulative records.
3. Compile given information and assist with the design and production of the school newsletter.
4. Maintain and process leave forms and leave records for all building staff.
5. Prepare for and assist in yearly registration per District standards.
6. Assist the principal with necessary budgetary needs.
7. Assist in contacting of substitutes as needed for certified and classified personnel.
8. Maintain an up to date record of current student enrollment and classroom assignments.
9. Assist with the food service program in the building.
10. Assist in the absence of school health paraprofessional (maintain current med dispersal and first aide trainings).
11. Keep Board Policies manual up to date, available for administration and staff.
12. Assist in problem solving, project planning, development and execution of stated goals and objectives, and confidential duties as assigned by the building principal.
13. Perform technology needs in areas of Microsoft Word, Microsoft Excel, Publisher, Microsoft Outlook and Filemaker.
14. Work with other District Office administrative assistants and building secretaries to cooperatively complete tasks and projects.
15. Assume such other responsibilities as may be assigned by the supervisor.

PHYSICAL REQUIREMENTS:

Bending, carrying, climbing, driving, lifting, pushing, pulling, reaching, sitting, standing, walking.

WORKING CONDITIONS:

1. Includes extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT:

Twelve (12) months per year. Salary and work year to be established by the Board.

EVALUATION:

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