



SCHOOL CLERICAL

Job Description

JOB INFORMATION

Department: Local School
Job Title: School Secretary

Original Adoption Date: November 7, 2016
Latest Revision Date: May 14, 2025

ORGANIZATIONAL STRUCTURE

Reports to:
Principal
↑
School Secretary

EMPLOYMENT TERMS

Non-contracted, FLSA non-exempt, 200 or 220-day work year depending on position

JOB QUALIFICATIONS

Education

High school diploma required.

Skills

General secretarial and clerical skills; proficient in Microsoft Office applications and computer network usage required. Exceptional interpersonal and communication skills, including face-to-face, telephone, and email required. Must be able to perform multiple tasks with little or no direction.

Work Experience

5 or more years of secretarial/clerical experience preferred.

PRIMARY RESPONSIBILITY

To assist the administration of the school, providing organizational and clerical support to promote the optimal efficiency of school operations.

ESSENTIAL JOB DUTIES

1. Communicate effectively and courteously with all parties.
2. Greet visitors courteously, determine their needs and direct or escort them to the proper person or area.
3. Report immediately the presence of any person in the school building who has not properly checked in through the office, and/or any suspicious activity or unusual behavior on the part of any visitor.
4. Assist with new student registration and updating student information in Infinite Campus.
5. Maintain an accurate filing system, including computer files and/or student records.

6. Oversee FTE (Full-Time Equivalent) reporting for the school, ensuring accuracy and compliance with district policies and state regulations.
7. Answer and screen incoming calls according to instructions, receiving and distributing messages and documenting as required.
8. Effectively sort and distribute incoming mail.
9. Monitor office equipment to assist in replacing supplies and troubleshooting when necessary.
10. Maintain a schedule of appointments and make arrangements for conferences as required.
11. Effectively perform other duties as assigned by the principal or the principal's designee.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to talk, hear, stand, walk, and use hands to feel, and/or reach. The ability to express or exchange ideas by means of the spoken word in person as well as conversing by telephone is required. Sitting and working on a personal computer for long periods of time are required. The employee is also occasionally required to stoop, kneel, or crouch, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.