

PITT COUNTY SCHOOLS

Position Description

Position Title: School Secretary

Report To: Principal

Supervises: None

**Education/Training
Required:** High School graduation
Computer Skills

Term of Employment: 12 Months

Duties/Responsibilities by Program Area:

- Meet, greet and assist faculty, staff, students, parents, Volunteers and others
- Answer the telephone in a professional manner, record and deliver messages
- Sort incoming and outgoing mail
- Type all correspondence for principal and assistant principal
- Complete reports as assigned by the principal
- Maintain records of students enrollment/withdrawals as required
- Ensure that proper quantities of supplies are maintained for educational and general office purposes
- Maintain supply of assorted forms for the convenience of all staff
- Assist with annual update/revision/distribution of teacher and student handbooks
- Maintain office equipment, perform minor maintenance duties, and call repair service when needed
- Perform sickroom duties
- Assist in keeping office attractive and orderly
- Perform other duties as assigned by the principal