

#### JOB DESCRIPTION: Main Office Secretary

Under the direction of the principal, performs a variety of clerical and support work involving both specific routines and broadly defined policies and procedures; greets and interacts with the public, works cooperatively with staff, students, and parents, and performs other related duties as assigned.

#### ESSENTIAL FUNCTIONS:

Meet and interact with public and employees with tact, discretion, and courtesy  
Maintain confidentiality of all information  
Proficient computer skills

#### RESPONSIBILITIES AND DUTIES:

Update all forms and packets for students and staff at the beginning of the school year and throughout the year as necessary  
Maintain all calendars and post on website  
Power School System Administrator - Maintain student information, attendance, progress reports, report cards, ineligible list, contracts, letters, honor roll, and state reports  
Kindergarten Registration in the spring  
Schedule use of school facilities  
Responsible for all communications with staff/parents via school email, newsletters, etc.  
Graduation/Middle School Award assembly and honor roll assemblies  
Distribution and filing of all student records at the end of the year  
All State reporting  
Assumes other responsibilities requested by the Principal.

#### MENTAL/PHYSICAL DEMANDS:

Work with frequent interruptions, maintain control in stressful situations  
Requires prolonged use of computer and use of telephone  
Possible lifting of 20 lbs. or less

May 17, 2023