

<b>POSITION:</b>	Secretary
<b>MINIMUM QUALIFICATIONS:</b>	High school diploma or equivalent; Strong oral, written and interpersonal communication skills; Able to effectively operate current technology applications; Previous experience receiving and serving the public strongly preferred; Able to lift, carry and move objects weighing up to 20 pounds; Able to view and read data on a computer monitor; Able to use a device to enter, retrieve and transform data; Able to perform all essential job functions with or without reasonable accommodations
<b>TYPE:</b>	Bargaining unit
<b>CATEGORY:</b>	Non-exempt (Fair Labor Standards Act)
<b>WORK YEAR:</b>	10.5 months
<b>REPORTS TO:</b>	Principal and Assistant Principal
<b>EVALUATOR/S:</b>	Principal and/or Assistant Principal

**ESSENTIAL JOB FUNCTIONS:**

1. Organizes and keeps accurate and up-to-date student files and records.
2. Uses current available technologies appropriately and effectively for instructional, job-related and communication purposes.
3. Completes reports per federal, state, Board or supervisors requirements.
4. Conducts all aspects of the student registration, attendance and disenrollment processes.
5. Performs secretarial functions.
6. Organizes and coordinates school activities and functions as guided by building administrators.
7. Proofreads and checks documents for accuracy.
8. Uses technology to manage data (enter, retrieve and transform data).
9. Develops and maintains positive and active relations with effective and timely communications with students, staff, parents, community members and community organizations.

10. Notifies the administration immediately of evidence of substance abuse, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of illegal substances.
11. Takes all necessary and reasonable precautions to protect the health and safety of students, staff, equipment, materials and facilities.
12. Complies with all contractual duties, Board of Education policies and administrative procedures; adheres to state and federal laws and regulations.
13. Exhibits ethical behavior and integrity and maintains confidentiality for all school-related responsibilities.
14. Maintains a positive attitude toward job related growth and development.
15. Performs other duties as assigned by supervisor/s or Superintendent.

By signing this job description, I affirm that I have read and understand the contents of this document.

Employee's Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Receipt

\_\_\_\_\_  
Date