



THOMASTON BOARD OF EDUCATION
Thomaston, Connecticut
Position Description

JOB TITLE:	Ten (10) Month Secretary (190 days)
DEPARTMENT:	Thomaston High School
REPORTS TO:	School Principal or Assistant Principal

POSITION SUMMARY/PURPOSE:

Under the direct supervision of the School Principal and/or Assistant Principal to provide clerical, secretarial and administrative assistance at a school site, conveying information regarding school functions and procedures; and supporting the broad array of services provided to students, parents, instructional/support employees, contractors and the general public.

ESSENTIAL FUNCTIONS

Pleasantly, professionally, accurately and expeditiously:

- Prepares, copies, and distributes notices, memoranda or other correspondence.
- Oversees the daily schedule for supervisor.
- Provides direct and regular support to supervisor.
- Assists in planning and scheduling events and activities.
- Manages accurate electronic calendars for school events, athletic events, and facility use and provides timely updates and postings to those calendars.
- Enters information into the Student Information System for students and staff (e.g., bus assignments, attendance, discipline log entries).
- Coordinates and schedules visitors and events such as orientation, open house, field trips, athletic events, assemblies, parent conferences, etc.
- Files and maintains documents and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Prepares requisitions/purchase orders and budgets for the purpose of submitting to the school district's accounting/finance office.
- Assists in maintaining accurate inventory of supplies and materials for the purpose of ensuring item availability and record of distribution.
- Greets and offers assistance to visitors to the office, including students, parents, substitutes staff, and others.
- Answers telephone calls and provides accurate information and assistance to callers.
- Process all incoming and outgoing mail in a timely manner.
- Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to inquiries by providing accurate information, facilitating communication among parties, and/or providing direction.

Additional Duties

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.

Note: The above description is not meant to be all-inclusive of every task or responsibility.

QUALIFICATION PROFILE:

Required education and experience qualifications are:

- Graduation from high school.
- Prior successful secretarial experience or completion of formal secretarial training.

Ten (10) Month Secretary

KNOWLEDGE, SKILLS and ABILITIES:

Ability to:

- Describe work tasks/problems to supervisor either orally or in writing as required.
- Establish and maintain cooperative working relationships with others in the course of work.
- Carry out instructions furnished in oral or written form.
- Accurately add, subtract, multiply and divide, and perform arithmetic operations.
- Demonstrate successful use of electronic applications (e.g., Microsoft Office Suite, Google Suite, Student Information Systems and Mass Communication Systems).
- Problem-solve job related issues.
- Work cooperatively and collaboratively with a diverse group of individuals.
- Process paperwork correctly and efficiently in accordance with standardized procedures.
- Maintain confidentiality of information regarding students, employees and others.
- Demonstrate effective organizational and time management skills.
- Demonstrate and successfully apply knowledge of office management procedures.
- Accurately take notes and transcribe audio or written documents
- Type with speed and accuracy.
- Demonstrate successful multi-tasking.
- Work independently, i.e., work efficiently on assigned tasks all by yourself or with little assistance/instructions.
- Maintain professional composure during all interactions in-person, in writing or on the telephone.
- Run errands efficiently as required by supervisor.

PHYSICAL and MENTAL DEMANDS, WORK HAZARDS:

Work occurs in busy main office/reception area and in demanding school environments. Must be able to multi-task and complete work assignments while addressing the real-time needs of students, staff, parents, contractors, and the general public. Must be able to lift and walk to process and deliver daily mail and inventory requests. Must be able to quickly and frequently transition from sitting to standing to walking in order to complete work.

EQUIPMENT:

Use standard office equipment, i.e., computer, copy/fax/scan machine, telephone and school-related equipment.

TRAVEL:

Travel to and from meetings, required errands, and assigned professional development/ training is required.

WORK SCHEDULE:

- Ten months per year, based on the school calendar (190 work days).
- Regular workday: seven and one-half (7½) hours paid time plus one-half (½) hour unpaid lunch break (no additional breaks).
- Must work overtime when required by supervisor.

FLSA Status: Non-Exempt

DISCLAIMER:

This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.