



THOMASTON BOARD OF EDUCATION

Thomaston, Connecticut

Position Description

JOB TITLE:	Secretary (12 Months)
DEPARTMENT/SCHOOL:	Black Rock School
REPORTS TO:	Black Rock School Principal

Position Purpose:

To provide confidential clerical, secretarial and administrative assistance to school administrators at a school site, conveying information regarding school functions and procedures, and supporting the broad array of services provided to students, parents, instructional and support employees.

Essential Functions:

- Maintains a level of confidentiality in all aspects of the position.
- Composes documents (e.g., correspondence, bulletins, reports) for principal, or other school administrators for the purpose of requesting or providing information, confirming events, etc.
- Prepares, copies and distributes notices, memoranda or other correspondence for the purpose of informing school employees regarding activities, events or other work-related matters.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Maintains the daily/weekly/monthly calendar of the principal for the purpose of coordinating the scheduling of work-related appointments, activities, meetings, etc.
- Maintains the email of the principal for the purpose of prioritizing work-related communications, etc.
- Maintains calendar of school events for the purpose of coordinating and scheduling.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitor school security access system.
- Prepare requisitions/purchase orders for the purpose of submitting to the school district's accounting/finance office.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Assists visitors to the office, including students, parents, substitute teachers, and others.
- Answers telephone calls and provide information and assistance to callers.
- Distributes incoming mail and sends outgoing mail (both interoffice and U.S. Post) in an appropriate and timely manner.
- Schedules appointments with students, parents and teaching staff or others as requested.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Registers new students, making sure forms are completed, obtaining transcripts and other documentation as needed, and entering data into computer system regarding enrollment and student records (e.g., transportation, free/reduced lunch program, attendance, withdrawals).
- Responds to inquiries from students, parents and employees, providing information, facilitating communication among parties and/or providing direction.
- Supports, guides, leads and coordinates work of school secretary, supports principal for the purpose of providing assistance with administrative functions.

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 illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

Equipment

- Uses standard school office equipment such as but not limited to a computer, scanner, copy machine, fax machine, telephone and public address system.

Travel Requirements

- Limited travel to and from meetings may be required.

Work Schedule

- Twelve months per year, 8 hours per day (7.5 paid hours per day plus 0.5 unpaid hours per day for lunch (no additional breaks).
- Must work standard schedule and a reasonable amount of overtime as needed.

Knowledge, Skills and Abilities

- Ability to describe problems and work orally or in writing to supervisor as required.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint, Google Suite).
- Ability to problem solve job-related issues.
- Ability to work with a diverse group of individuals.
- Ability to process paperwork accurately according to standardized procedures.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Organizational and time management skills.
- Knowledge of office management procedures.

Physical and Mental Demands, Work Hazards

- Works in standard office and school building environments.
- Ability to work outdoors during outdoor student activities.

Qualification Profile:

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Graduation from high school.
- Associates degree with course work in business, math, word processing, office procedures and record keeping preferred.
- Successful experience with office management preferred.

FLSA Status: Non-exempt