

TRIAD COMMUNITY UNIT SCHOOL DISTRICT # 2
JOB DESCRIPTION

POSITION TITLE: Secretary - School

CONTRACT PERIOD:

REPORTS TO: School Principal

POSITION SUMMARY: To assure the smooth and efficient operation of the principal's office and to relieve the principal of paperwork so that he (she) may devote the maximum attention to educational and administrative problems.

ESSENTIAL FUNCTIONS:

JOB RESPONSIBILITIES:

- Welcome visitors to the principal's office
- Makes arrangements for conferences and interviews with the principal
- Receives and routes incoming phone calls
- Receives and routes incoming mail
- Aides the principal in matters pertaining to student activities
- Sells or supervises selling of articles in bookstore
- Handles receipts of all monies
- Aides the principal in compiling the daily attendance report and all other matters of student attendance
- Assists teachers in preparation of instructional materials as requested
- Makes necessary bank deposits
- Performs such other office duties as may be assigned by the principal

QUALIFICATIONS:

1. Demonstrated aptitude for successful performance of tasks listed