JOB DESCRIPTION

SUBSTITUTE SECRETARY
ELE MENTARY / SECONDARY SCHOOLS INSTRUCTION & EQUITY

JOB DESCRIPTION CREATION / REVISION DATE: 01/04/18

POSITION TITLE: Substitute Secretary

DEPARTMENT: Elementary / Secondary Schools Instruction & Equity

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL(S):
Provide office support to instructional and administrative personnel to ensure organized and efficient operations within the school. Maintain confidentiality of student/staff information in the school and in the community.

JOB DUTIES / ACCOUNTABILITIES:

1. Answer the main phone line, take messages, and transfer calls to the appropriate extension.
2. Collaborate with school secretary in the maintenance of office/building supplies (inventory, ordering, etc.).
3. Sort and distribute mail.
4. Assist with attendance.
5. File information & confidential material in student files.
6. Assist with the registration of new students.
7. Accurately enter computer data.
8. Assist with sick or injured children.
9. Work as a team member with other school and office staff.
10. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Previous secretarial experience in a school setting (preferred).
2. Extensive knowledge of office equipment (fax, intercom, phone, and copier).
3. Accurate typing/keyboarding skills.

EDUCATION:

1. High School Diploma or equivalent required.

PHYSICAL DEMANDS:

1. Requires prolonged sitting or standing.
2. Ability to lift up to 30 lbs. with proper technique.
3. Occasionally requires stooping, bending, and reaching.

TERMS OF EMPLOYMENT:

Employment is on a temporary/”as needed” basis. This is a non-union position.
EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of support service personnel.

Employee Signature: ________________________________ Date: ________________

Supervisor Signature: ________________________________ Date: ________________

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