

## Secretary Assistant (Para) Williston School District #7

**Job Title:** Secretary Assistant (Para)  
**FLSA:** Non-Exempt  
**Reports to:** Building Principal

### **Job Summary:**

Performs secretarial duties as assigned by the building principal for the school.

### **Essential Duties and Responsibilities:**

- Answer telephone to provide information, take messages, or transfer calls.
- Greet visitors at school, determine nature of business, and direct visitors to destination.
- Greet and inform substitute teachers of assignment, assists with sub procedures.
- Talk with student encountering problems and resolve problems or directs student to another employee, e.g. counselor.
- Maintain mail boxes for teachers and staff, check in mail and distribute, open and organize principal's incoming correspondence- making note of any due date for reports, meetings, etc.
- Prepare notes and memos going home to parents regarding any school events.
- Maintain confidentially and a need-to know with regard to staff and student information.
- May be required to dispense first aid and/or medications to students.
- Observe safety and security procedures; report potentially unsafe conditions.
- Other duties as assigned by building principal.

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

### **Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities**

#### **SKILLS:**

Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information. Ability to communicate well with others. Ability to prioritize work activities. Ability to display original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

#### **TECHNOLOGY SKILLS:**

To perform this job successfully, an individual would benefit with knowledge or acquire proficiency in Internet and Email software; Student Management software, Spreadsheet software and Word Processing Software.

#### **KNOWLEDGE:**

#### **EDUCATION and/or EXPERIENCE:**

#### **ABILITY:**

#### **RESPONSIBILITY:**

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to handle tools and equipment and reach with hands and arms; as well as talk and hear clearly. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TERMS OF EMPLOYMENT:**

To be determined upon employment.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**