

Secretary – Primary School

School District Job Description

Position Title: Secretary - Primary School

Department: Building

Reports To: Principal

SUMMARY:

Serves as secretary to the principal and as facilitator for the school/public being served in communicating information, responding to concerns and requests, material acquisition, cash handling and record keeping and building permits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Makes and receives telephone calls, takes messages, routes calls.
- Maintains school records and files for building, principal and related requirements.
- Distributes mail.
- Greets visitors.
- Types, prepares, distributes, files records/reports, correspondence, mailings etc. related to building functions and principal needs.
- Arranges for substitute teachers as needed.
- Processes attendance/payroll for the building staff.
- Provides minor health services only as needed in the absence of the school nurse.
- Maintains schedule for building use.
- Operates, orders, processes, and maintains office materials and equipment.
- Serves as confidential secretary to the principal
- Participates in service training and district meetings as required.
- Distributes community / district flyers.

Acknowledged _____

Date _____

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and/or EXPERIENCE:

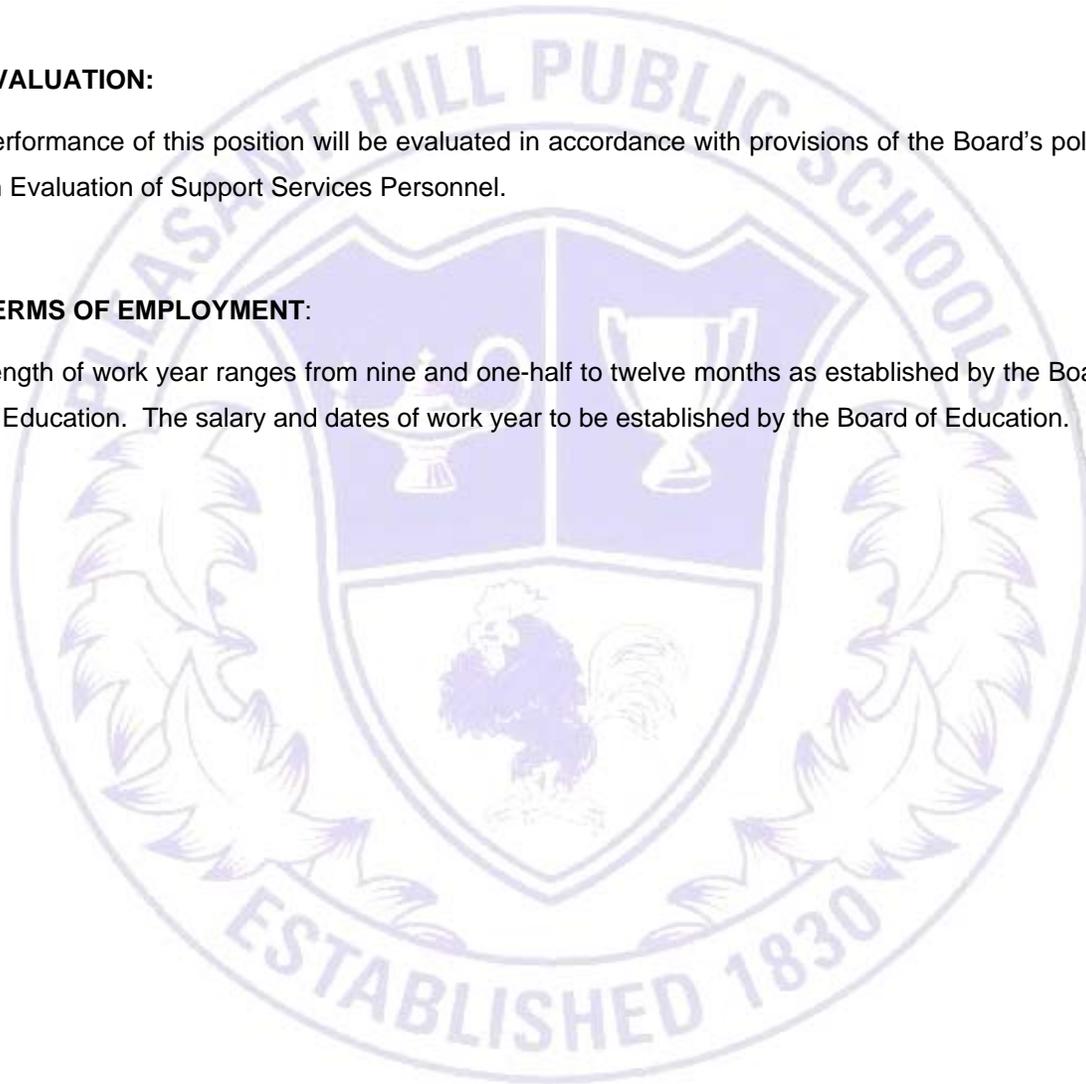
High school diploma or general education degree (GED); one to three months related experience.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

TERMS OF EMPLOYMENT:

Length of work year ranges from nine and one-half to twelve months as established by the Board of Education. The salary and dates of work year to be established by the Board of Education.



Acknowledged _____

Date _____