



## **School Secretary**

### **QUALIFICATIONS:**

1. Knowledge of modern office practices and procedures and skill in operation of common office equipment, including computer and word processing equipment.
2. Experience in secretarial/clerical work of a responsible nature.
3. Proficiency as typist: ability to make accurate arithmetical computations.
4. Ability to follow oral and written directions: ability to use independent judgment and coordinate work of others.
5. Ability to work effectively with staff, students and public.
6. Ability to learn and administer first aid, CPR and other health services

**REPORTS TO:** Classified Coordinator/Site Coordinator

**JOB GOAL:** To provide services which contribute to effective operation of school office.

### **PERFORMANCE RESPONSIBILITIES:**

1. Performs secretarial duties of a complex and responsible nature: composes correspondence; operates office machines, computer terminal and word processor; types letters, masters, requisitions, permits, records, lists and other documents; processes and distributes mail; answers telephone; schedules appointments and meetings.
2. As a confidential employee, answers inquiries and provides information of specialized or confidential nature requiring use of discretion and independent judgment within limits of established policies and procedures.
3. Prepares and accurately maintains reports, records, official transcripts and files relating to students, staff, operations and activities.
4. Checks, prepares and accurately maintains student attendance by reviewing work samples and required paper work submitted. Compiling and filing mandatory district and state attendance reports.
5. Sets up and maintains files; equipment and supply inventories and other related records;
6. Monitors time and mileage reports of school employees for final submission to district office.
7. Orders school equipment and supplies. Maintains records of purchase orders, accounts payable and monitors school budget as directed.
8. Provides first aid, CPR and other health services as required.
9. Maintains accurate absence records and reports for school staff;
10. Trains and provides work guidance for other staff as assigned
11. Performs other related duties as assigned.

**TERMS OF EMPLOYMENT:** Salary placement and work schedule to be in line with current adopted schedule.