

GORHAM SCHOOL DEPARTMENT

TITLE: School Administrative Secretary

QUALIFICATIONS:

1. High School Diploma
2. Successful secretarial experience working in a confidential setting, effective communication/interpersonal skills and proficiency with technology including basic operating systems, internet, databases and financial software.
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Building Principal or Director

JOB GOAL: To assist the Principal/Director with tasks necessary for the efficient operation of that office.

RESPONSIBILITIES:

1. Performs a variety of clerical duties including the preparation of letters, reports, notices and other forms of communication.
2. Promotes positive public relations through all phases of communication.
3. Assists and provides information as needed to students, staff, parents and the community.
4. Maintains confidentiality and serves as the Principal/Director's confidential secretary.
5. Maintains student information systems and accounting systems as required.
5. Assists with the development and maintenance of annual budgets as requested.
6. Performs other duties as may be assigned.

WORK YEAR: Ten or Twelve month year, as determined. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012

