

## **JOB DESCRIPTION - SCHOOL SECRETARY**

5008.2

**JOB GOAL:** Under the supervision of the District Administrator the school secretary performs responsible office work involving a degree of independent judgement and initiative. The secretary establishes relationships with parents, teachers, and pupils in order to facilitate good communication, problem solving, and public relations.

### **QUALIFICATIONS:**

- \* Working knowledge of English, spelling, and composition
- \* Working knowledge of office methods and procedures
- \* Ability to administer basic first aid
- \* Ability to make computations with reasonable speed and accuracy
- \* Ability to type/word process accurately and neatly
- \* Ability to understand and effectively carry out oral and written instructions
- \* Ability to operate a variety of office machines
- \* Ability to maintain accurate and complete records and prepare neat reports
- \* Ability to establish and maintain effective public, pupil, and co-worker relationships

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

### **TRAINING AND EXPERIENCE:**

1. Graduation from high school including or supplemented by courses in typing, word processing and computer skills
2. Two or more years of office experience, and at least one year of school related work preferred
3. Past participation in and interest in school and community affairs

**REPORTS TO:** District Administrator

### **PERFORMANCE RESPONSIBILITIES:**

- \* Answers telephone, responds to routine questions, and routes calls to appropriate persons.
- \* Maintains school records and files for the district.
- \* Obtains mail, sorts mail, and delivers mail to the post office daily.
- \* Types correspondences, letters and memos, purchase orders, forms, etc.
- \* Greets visitors and acts as a receptionist.
- \* Types, prepares, distributes, files records/reports, correspondence, mailings, etc. related to building functions and administrative needs.
- \* Orientates substitute teachers.
- \* Schedules use of building.
- \* Orders, processes, and maintains office materials and equipment.
- \* Serves as confidential secretary to the administration.
- \* Performs duties relating to students such as taking attendance and tardiness, administering medications, responding to accidents and illnesses, and other issues as they arise.
- \* Operates standard office equipment.
- \* Takes inservice training as stipulated in goal setting conferences.
- \* Distributes community/district flyers.
- \* Types and distributes newsletters.
- \* Coordinates annual school census.
- \* Collects lunch money weekly and tabulates daily lunch count.
- \* Oversees student immunization records.
- \* Prepares and distributes yearly School Performance Report.
- \* Organizes data and prepares certificates for annual Awards Ceremony.
- \* Performs such other duties as may be assigned.

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**SCHEDULE:** A yearly schedule will be developed that best meets the needs of the District.

Adopted: 9-21-83  
Revised: 4-23-97  
Revised: 2-18-04