

## **Secretary**

### **Desired Qualifications:**

High school diploma.

Ability to perform the secretarial and clerical functions of the school.

To act as a liaison between the public and the school, and in so doing promote the general image of the total school system.

Ability to work with administrators, teachers, staff, students, parents and general public.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Reports to:**

Building Principal, Business Manager and/or Superintendent

### **Position Goal:**

To promote the educational enterprise through service to teachers, students, administrators and the public.

### **Functions of a Secretary:**

Acts as secretary and receptionist for the building or office.

Maintain students records: Cumulative folders, permanent records, daily attendance, aggregate attendance, registration, transfer of students, class lists, certified enrollment, etc.

Performs routine services such as filing, typing, and duplicating materials.

Types letters, memoranda, reports, bulletins, forms, etc.

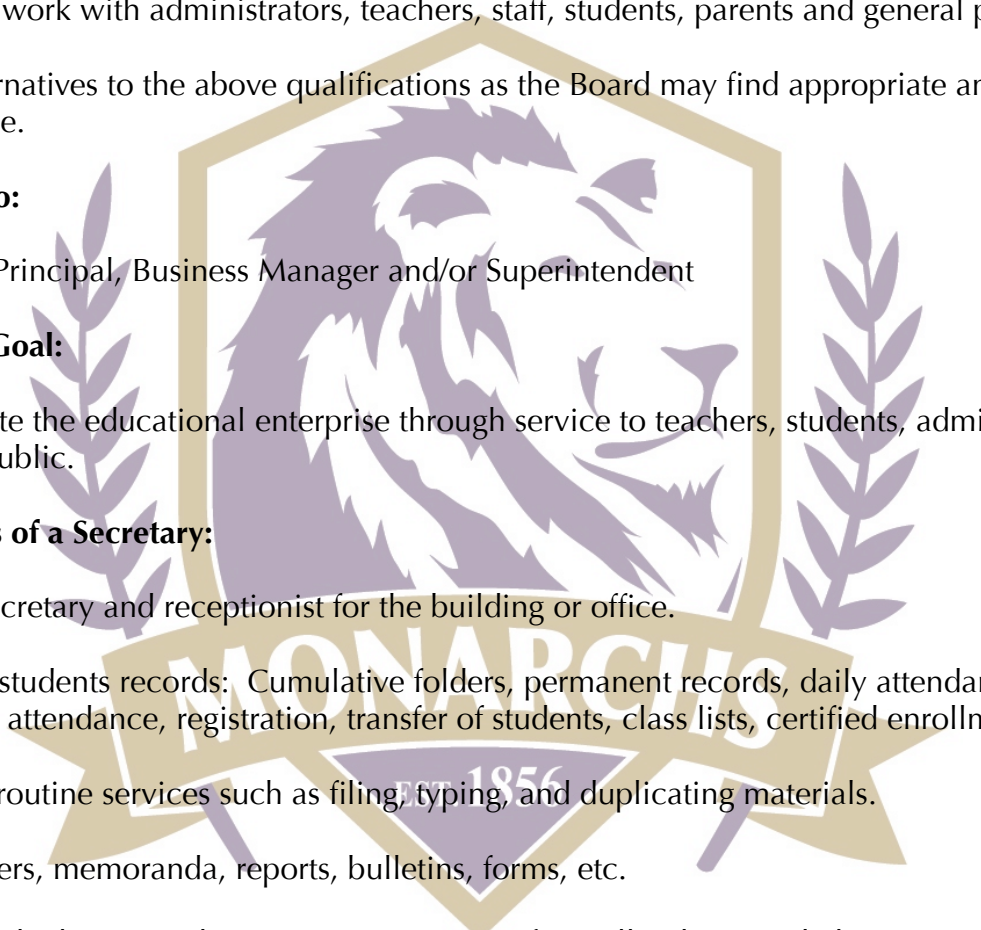
Answers telephone, tending routine inquiries; refers calls when needed.

Sorts mail and distributes same in mail boxes.

Organizes supplies and instructional materials for distribution.

Keeps office supplies in order; requisitions materials upon request.

Keeps accurate data on personnel absences and records for substitute teachers.



Counts and prepares monies for insurance, pictures, etc.

Maintains free/reduced lunch records.

Sells daily lunch tickets, reports daily lunch sales, prepares report of actual daily count of lunches served.

Operates office equipment incidental to clerical duties.

Adds and deletes non-consumables for districtwide inventory.

Prepares student and faculty handbooks and other publications.

Attends to students needs.

Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations.

Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.

Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.

Places and receives telephone calls and records messages.

Orders and maintains supplies as needed.

Performs any bookkeeping tasks associated with the specific position.

Maintains a schedule of appointments and makes arrangements for conferences and interviews.

Other duties as assigned.

**Terms of Employment:**

Salary and benefits to be determined by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support services personnel.