

TITLE: School Secretary

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Reasonable proficiency in typing and computer use
3. Working knowledge of basic office procedures and operation of common office equipment and machines.

REPORTS TO: School Services Director

JOB GOALS: To assure the smooth and efficient operation of the office, resulting in maximum positive impact on the student's education.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy, productive office.
2. Maintains such student records as shall be required.
3. Receives and routes all incoming calls.
4. Maintains daily teacher and substitute teacher attendance records
5. Arranges for substitute teachers.
6. Performs other duties, as assigned.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-professional personnel.