

**Premier Arts and Science Charter School  
Job Description  
Secretary**

**Specific Duties and Responsibilities:**

- Types correspondence, reports, notices and other recommendations.
- Opens mail and distributes to appropriate personnel.
- Obtains, gathers, and organizes pertinent data as needed and puts it into usable form, including computer databases.
- Maintains a regular filing system, as well as a set of locked confidential files, student files and processes incoming correspondence as instructed.
- Maintains student and staff attendance records, including follow up with parent/guardian for absent students.
- Processes student enrollment and withdrawals
- Assists in processing Right to Know requests.
- Places and receives telephone calls and records messages accurately.
- 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.
- Welcomes visitors, arranges for their comfort and screens unexpected callers in accordance with predetermined policy.
- Works in a pleasant cooperative manner with building staff members, volunteers and parents.
- Oversees the school infirmary which includes parent notification.
- Collects and organizes timesheets.
- Keeps accurate records (receipts) for petty cash use as well as for fees collected and any other monetary transactions.

- Must be able to maintain confidentiality of student records and school business.
- Performs such other duties as directed by the School Principal or supervisor.
  
- Promotes wholesome intraschool and school-community relations.
  
- May be required to take minutes at staff meetings, parent conferences and/or Board of Directors meetings.
  
- Maintain a log of medication administered to children.
  
- Monitors door and security system (if applicable) as well as weather alert system.
  
- Calls for repairs on building or equipment when necessary.
  
- Communicates with other school districts regarding exchange of information (i.e., sending as well as obtaining student files, transportation issues).
  
- Prepare reports as requested
  
- Schedule transportation for field trips.
  
- Any other duties as requested.

**Qualifications**

1. High School Diploma / GED
2. Demonstrated typing proficiency (typing test required)
3. Two (2) years secretarial experience