

TITLE: SCHOOL SECRETARY

- QUALIFICATIONS:
1. High school diploma or equivalent; other formal education desirable or at least 3 years secretarial experience.
 2. Evidence of high degree of skill in typing and other secretarial skills.
 3. Ability to operate typical office equipment and machines.
 4. Prepare and submit all required reports promptly.

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Obtain, gather, and organize data as needed and put into usable form.
2. Assist counselors with scheduling if needed.
3. Set up and maintain records as needed.
4. Prepare and submit all required reports promptly.
5. Compose and/or type correspondence, reports, notices, minutes, tests, etc.
6. Assist with receiving and placing telephone calls when requested.
7. Receive visitors.
8. Be regular and punctual in attendance.
9. Maintain confidentiality of any school system related information.
10. Maintain proper and professional relationship with other employees.
11. Perform duties in a manner that promotes good public relations.
12. Be familiar with and follow Board of Education policies.
13. Perform other reasonable office related duties as needed.

Terms of Employment: 9 ½ months a year. Salary to be determined by correct salary schedule.