

SCHOOL SECRETARY-MEDIA CENTER - CLASS 3

- QUALIFICATIONS:**
1. High School Diploma
 2. Coursework and/or experience in office machines and practices
 3. Demonstrated aptitude or competency for assigned responsibilities
 4. Ability to communicate effectively
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To contribute to the efficient operation of the school office so that it can play its effective part in the education process.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office;
2. Maintains such records as shall be required;
3. Assists in receiving and routing all incoming calls in IMC/Media Center;
4. Types a variety of materials that are IMC/Media Center related;
5. Files correspondence, invoices, cards, or other records depending on the practices of the office;
6. Assists in the in-going and out-going mail process;
7. Prepares parcels for mailing or shipping, and receives and distributes shipments from truckers and delivery services;
8. Assists in greeting all visitors courteously, determines their need, checks appointments, and directs or escorts them to the proper person;
9. Reports immediately the presence in the building of any visitor who bypasses the reception desk, or any suspicious activity or unusual behavior on the part of visitors;
10. Answers questions of callers according to school policy: takes messages for staff members and pages authorized personnel;
11. Maintains an alphabetical file of staff members' names, room locations & telephone extensions to expedite relaying of calls;
12. Receipts monies and deposits monies appropriately;
13. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE:

The work day shall be established by the supervisor but shall not exceed 7.5 hours per day, excluding 1/2 hour for a duty free lunch, unless other arrangements are made by the supervisor. Work days of 5 hours per day or less shall not have a scheduled lunch period.

The yearly number of hours worked shall normally consist of at least 180 days per year excluding holidays, unless a different yearly schedule is approved by the District Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.