

SCHOOL SECRETARY - CLASS 1

- 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;
4. Maintains a log of visitors to the office;
5. Types a variety of materials, such as letters, reports, curricula, memos, monthly statements, etc., from rough drafts or corrected copy for supervisors and administrators;
6. Transcribes materials from a transcribing machine;
7. Files correspondence, invoices, cards, or other records depending on the practices of the office;
8. Assists in the in-going and out-going mail process
9. Prepares parcels for mailing or shipping, and receives and distributes shipments from truckers and delivery services;
10. Assists in receiving & delivering interoffice written communications;
11. Assists in maintaining and safeguarding office postage, and keeps an accurate accounting for all postage spent;
12. Assists in greeting all visitors courteously, determines their need, checks appointments, and directs or escorts them to the proper person;
13. 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;

14. Answers questions of callers according to school policy: takes messages for staff members, and pages authorized personnel;
15. Maintains an alphabetical file of staff members' names, room locations & telephone extensions to expedite relaying of calls;
16. Receipts monies and deposits monies appropriately;
17. 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 8 hours per day, excluding 1/2 hour for a duty free lunch, unless other arrangements are made by the supervisor.

The yearly number of days worked in a school fiscal year shall normally be 260 days (2080 hours) unless a reduced yearly work schedule is approved by the District Administrator. Vacations and holidays, as determined by the District Administrator, shall be considered in the total days worked.

EVALUATION:

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