

Job Title: SECRETARY, EDUCATIONAL
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: December 14, 2015

Primary Purpose

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM) and file maintenance skills Effective organizational, communication, and interpersonal skills Ability to use personal computer and software to develop spreadsheets, databases Knowledge of basic accounting principles

Experience

One to three years secretarial experience, preferably in public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Records, Reports, and Correspondence

1. Prepare written correspondence forms, schedules, or reports using typewriter or personal computer.
2. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using typewriter or personal computer.
3. Maintain a daily teacher attendance log and records for substitute teachers.
4. Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office.
5. Maintain a log of visitors to school.
6. Maintain school calendar of events.
7. Schedule meetings and appointments and maintain calendar for principal.

Reception and Phones

8. Assist students, teachers, and parents as needed.
9. Receive incoming calls, take reliable messages, and route to appropriate staff and/or students.

Files

- 10. Maintain physical and computerized files including inventory of school and office supplies, mailing lists, student records, visitor logs, and office communication.
- 11. Update handbooks, policy manuals, and other documents as assigned.

Accounting and Inventory

- 12. Receive, store, and issue supplies and equipment.
- 13. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
- 14. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).

Other

- 15. Sort, distribute, or deliver mail and other documents.
- 16. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
- 17. Perform other duties assigned by supervisor.
- 18. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, typewriter, printer, copier, fax machine, and calculator.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions and prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____