**Secretary**

Reports to – Principal/Director/Superintendent

Assumes responsibility for performing any assigned secretarial and clerical duties as needed for the efficient operation of the school/program.

**PERFORMANCE RESPONSIBILITIES**

1. Performs secretarial duties for supervisor and other administrative staff
2. Receives messages and communicates via the telephone with parents, general public, and school system personnel
3. Serves as a receptionist
4. Assumes responsibility for establishing and maintaining appropriate records and files; prepares and submits reports to the system wide service offices, and other offices and agencies as necessary
5. Implements approved office policies and procedures under the direction of the Supervisor
6. Assists in maintaining cost center budgets as related to ordering, receiving and distribution of office materials and supplies
7. Prepares correspondence, reports, forms and materials for duplication and distribution.
8. Operates office machines and equipment necessary for the efficient operation of the office
9. Duties may include performance of health services, for which training will be provided
10. Performs other duties as assigned by the Supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience
3. Typing/transcription skills (50 w.p.m.)

**DESIRABLE QUALIFICATIONS**

1. Thorough knowledge of business English, spelling, punctuation, and skills in dealing with numbers and statistical data
2. Working knowledge of the organization and administration of the school system
3. Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: January 25, 2010

 Board Chairperson Revised: May 22, 2018

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee