

HEAD START PRESCHOOL SECRETARY

QUALIFICATIONS: High school graduate or GED required

REPORTS TO: Head Start Preschool Director

SUPERVISES: Not Applicable

JOB RESPONSIBILITIES: To establish a professional and welcoming environment where clerical tasks are carried out efficiently.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for all secretarial duties, including clerical tasks and filing
2. Receptionist duties, including telephone and checking in/out of students and parents
3. Assist in creating and delivering weekly menus, monthly newsletters, and scheduling of classroom events.
4. Assist in keeping offices organized, clean (including keeping shredder emptied), and safe.
5. Ensure all transportation responsibilities, such as creating and updating bus routes, transportation sheets, etc., are completed.
6. Confirm that all bus drivers have safely delivered students and returned to the preschool campus before departing.
7. Other duties as assigned by the Head Start Preschool Director or Superintendent

TERMS OF EMPLOYMENT: Salary, benefits, and work year to be established by the Board approved schedule.

EVALUATION: Performance of this job will be evaluated on an annual basis.