

## STAFF SUPPORT SECRETARY

**QUALIFICATIONS:** High school diploma or equivalent.  
Excellent computer skills.  
Such additional qualifications as the Superintendent or Board may find appropriate and acceptable.

**REPORTS TO:** Director of Pupil Personnel / Assessment Coordinator / Director of Federal Programs

**SUPERVISES:** Not Applicable

**JOB GOAL:** To contribute to the efficient operation of school and district attendance and instructional programs.

### **PERFORMANCE RESPONSIBILITIES:**

1. Performs a wide variety of specialized and responsible duties as requested.
2. Operates computers and peripheral equipment to enter, revise and update information, generate records, reports, lists and summaries as needed; utilize various software as required by the position.
3. Assumes timely distributions and receipt of a variety of records and reports.
4. Provide information over the phone or in personal contact with parents, students or school personnel as appropriate.
5. Assist with student registrations, orientations and records.
6. Maintain Confidentiality and privacy of all school records.
7. Performs clerical duties such as typing as requested; assisting with special projects as needed.
8. Perform other tasks and assume other responsibilities as may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:** Salary and work day to be determined by the Board and will be based on 140 days on the Elementary Secretary pay scale.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved 06/2025