

(Your School Name Here)
Staff Job Description

Position: Secretary

Department: Elementary Administration

Accountable to (in sequence): Principal, Administrator

Support System (in sequence): Student Assistants, Volunteers, Administrator, Principal

PRIMARY DUTIES:

- ◆ Welcomes visitors and arranges for their comfort. Screens unexpected visitors in accordance with predetermined policy. Interacts with all individuals in a positive manner.
- ◆ Receives and routes all incoming calls. Provides timely messaging support for all staff. Accurately documents information calls.
- ◆ Maintains a schedule of appointments and makes arrangements for conferences, interviews, and special event needs.
- ◆ Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form. Types reports, notices, and correspondence as assigned. Responsible for developing and publishing an elementary newsletter.
- ◆ Provides elementary teacher support through absentee notification, parent mailings, arranging conferences, making copies and other duties as requested
- ◆ Orders and verifies receipt of supplies and other materials within established time and budget constraints. Maintains general supply inventory to ensure necessary materials are on available to staff when needed for classroom, administrative, and cleaning support.
- ◆ Maintains appropriate student and administrative records according to school policy including student and employee attendance, grades, transcripts, student records, etc.
- ◆ Commits to ongoing professional development via workshop attendance, continuing education, etc. Learns new skills in existing software as well as new administrative software.
- ◆ Collaborates as a team player with colleagues & administrators. Performs additional support duties, such as transportation assistance or maintenance, upon request.
- ◆ Attends and prepares for faculty, department, or elementary team meetings as required. Provides for timely agenda and handouts. Maintains thorough documentation of all meetings. Provides timely minutes of meetings to staff and administration.
- ◆ Performs weekly facilities walk-through of all locations to check for problems and graffiti and to follow-up on repairs and cleanliness. Ensure that problems and graffiti are fixed in a timely manner. Act as contact person for teachers regarding maintenance issues. Report status weekly to Principal.

- ◆ Facilitate elementary detention area when requested.
- ◆ Models self-discipline and ethical behavior. Presents self in a professional and positive manner through appropriate dress, communication techniques, and demeanor.
- ◆ Performs other duties as requested by the principal or administrator.
- ◆ Consistently supports and upholds school policies and procedures. Supports the school, its teachers and its leadership.

OTHER DUTIES (specific to position):

As assigned by Administrator or Principal

MINIMUM QUALIFICATIONS:

A combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

KNOWLEDGE REQUIRED:

- Knowledge of basic office procedures, record keeping and organization.
- Knowledge of basic bookkeeping principles.
- Knowledge of basic computer operations.

SKILLS REQUIRED:

Skills required include listening, oral and written communication, organization, and typing.

PHYSICAL ACTIVITIES/REQUIREMENTS:

Physical activities include lifting, carrying, walking, stooping, kneeling, talking, hearing, and observing.

I have reviewed this job description with subject staff member and addressed any questions or concerns to their satisfaction as noted here.

Principal or Administrator Signature

I have reviewed this job description and agree to the requirements listed herein.

Staff Member Name (Please Print)

Staff Member Signature