

TITLE:**SECRETARY (School/Confidential)****FLSA: Non-Exempt****QUALIFICATIONS:**

1. High School Diploma or GED.
2. A reasonable degree of proficiency of typing and dictation.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Three (3) years of experience as a secretary.
5. Fundamental bookkeeping knowledge.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORT TO: Principal**JOB GOAL:** To assure the smooth and efficient operation of the school office so there will be a maximum positive impact on the education of the students.**PERFORMANCE RESPONSIBILITIES:** * Essential Performance Responsibilities

- * 1. Serve as Secretary to the Principal, arrange appointments, take calls, answer inquiries and compose routine correspondence independently.
- * 2. Perform the usual office routines and practices associated with a busy, productive and smoothly-run office.
- * 3. Use effective, positive interpersonal communication skills.
- * 4. Assist teachers in preparing instructional materials as requested.
- * 5. Receive, receipt, and deposit all monies collected by school, keeping accurate records of same. Disburse general funds as required.
- * 6. Perform bookkeeping functions of internal accounts, school budget, accounts payable and petty cash.
- * 7. Prepare payroll reports for Instructional, Non-Instructional and administrative personnel as required.
- * 8. Maintain files of many school records (discipline, FTE, financial, property, etc.)
- * 9. Maintain records for teacher substitutes and obtain substitute employees as required.
- * 10. Type and process purchase orders and requisitions.
- * 11. Offer aid to ill and injured pupils.
- * 12. Handle office communication, both incoming and outgoing.
- * 13. Prepare and type a variety of records, reports, newsletters, programs and lists as required.
- * 14. Maintain files of all school business correspondence.
- * 15. Perform data processing procedures required for system backup, including copying system files, data files, etc., when required.
- 16. Perform other duties that may be assigned from time to time by the Supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lifts and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.