

TITLE: Secretary

QUALIFICATIONS:

1. High school diploma
2. Ability to communicate effectively with the public
3. Computer literate, ability to organize and plan work efficiently
4. Secretarial experience preferred

REPORTS TO: Coordinator, Director or Principal

JOB GOAL: To accurately and efficiently serve visitors and maintain student data.

JOB DUTIES:

1. Perform daily office routines and procedures
2. Provide clerical support in a multi-task work environment
4. Receive and route all incoming calls efficiently
5. Act as a liaison between parents, students, teachers, and support groups
6. Maintain all student enrollments and withdrawals.
7. Coordinate with other office personnel on all student demographic changes (address, phone number, etc.)
8. Maintain and run reports of all students who meet the criteria for truancy
9. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
10. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
11. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

