

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Junior High Secretary

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in Bookkeeping, Accounting, Business English, mat
3. Experience in bookkeeping and accounting, or demonstrated competence in tasks assigned.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptat

REPORTS TO: Building Principal

JOB GOAL: To assure the smooth and efficient operation of the school office so that the offices' maximum positive impact on the education of the children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Obtains, gathers, and organizes pertinent data
2. Maintains student records
3. Maintains a regular filing system and processes incoming corresponden
4. Places, receives and routes all incoming calls
5. Orders and maintains supplies
6. Performs any bookkeeping associated with the position
7. Welcomes visitors and arranges for their needs
8. Operates word processors, computers, calculators, copiers and facsimiles
9. Administers first aide and dispenses medication
10. Other duties as assigned by the principal

Page 2 - Jr. High Secretary

TERMS OF EMPLOYMENT:

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/1/03