

**RSU No. 5**  
**JOB DESCRIPTION**  
**ADMINISTRATIVE SECRETARY**

**QUALIFICATIONS:**

1. Minimum of high school diploma or GED/HiSET equivalent,
2. Proficient in written and oral communication skills,
3. Ability to learn and implement new technology programs, and
4. Proficient in the use of office equipment,
5. Ability to organize including managing and prioritizing tasks simultaneously,
6. Ability to interact well with school personnel, students and the public,  
and
7. Ability to support the accurate and efficient management of the school budget.

**REPORTS TO:**

Principal, Assistant Principal, Athletic Director, or designee

**JOB GOAL:**

To provide high level support to the administrator to ensure the efficient function of the office and school as a whole.

**ESSENTIAL JOB FUNCTIONS:**

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy, eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains a positive relationship with students and staff.
2. Utilizes and maintains current student information systems.
3. Complies with student and financial records retention requirements.
4. Prepares correspondence, reports, and notices, as directed.
5. Communicates in a warm and welcoming manner with members of the public.
6. Maintains the confidential nature of the position.
7. Operates office equipment.
8. Welcomes visitors and directs calls in accordance with predetermined procedures, as necessary.

9. Maintains student records, as directed. (E.g. register new students, transfer student records)
10. Participates in a school-based committee that provides for the overall safety and well-being of the school.
11. Maintains files as requested by the administrator.
12. Maintains calendar and schedule, as directed.
13. Dispenses student medication, as directed.
14. Manages bookkeeping responsibilities.
15. Performs other secretarial functions and cross training as requested by the Administrator and the demands of the position.

**LEGAL AND ETHICAL DUTIES :**

1. Maintains confidentiality about all aspects of administrative work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Board of Directors and school policies.
7. Meets and follows all State and Federal laws and regulations.

**TERMS OF EMPLOYMENT:** In accordance with negotiated agreement.

**EVALUATION:** Evaluated annually by Principal, Assistant Principal, Athletic Director, or designee in accordance with this document.

**NOTE:**

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

Employee Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_