

Thompson Falls School District Position Description

Position Title: School Secretary
Reports to: Building Principal

Summary: Performs all secretarial responsibilities in the operation of the school in a manner that assures the professional, smooth and efficient operation of the school office.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Types correspondence, letters, and memos, purchase orders, check requests, forms, etc.
- Answers telephones, responds to routine questions, sets appointments or routes calls to appropriate persons.
- Performs duties relating to students such as recording attendance and tardiness, administering medications (when appropriate), responding to accidents and illnesses, resolving bus scheduling problems, and other issues as they arise.
- Receives visitors, new parents, and students. Maintains visitor, student and staff check-in and check-out logs.
- Schedules requested conferences and facilitating use of building by external groups.
- Serves as a confidential secretary to the Principal. Maintains confidentiality at all times.
- Maintains school/student records.
- Maintaining coffee/coffee supplies for office staff and visitors.
- Photocopying for staff and administration as directed.
- Check in freight and accompanying invoices, and distribute to classrooms.

Supervisory Responsibilities: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); plus three to five years in general office work and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Must type 55 words per minute. Ability to operate office machines and personal computer and related software. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the employee will lift up to 10 lbs such as to lift files and paper. The employee must be able to perform repetitive hand movements such as typing.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.