

SCHOOL SECRETARY

JOB SUMMARY:

Under general direction, performs a variety of clerical and typing work of average difficulty; transcribes dictation and does related work as required; handles assigned and routine administrative details not requiring the immediate attention of the principal(s), and performs related work as required.

ESSENTIALS JOB FUNCTIONS:

- Types communication letters, E-mail, forms, memos, newsletters, calendars, and evaluations.
- Transcribes dictation and meeting notes
- Composes communication, i.e., letters, memos, bulletins, and fliers to parents.
- Communicates information, i.e., procedures and regulations.
- Coordinates operation of principals' office.
- Schedules use of facilities, meetings and principals and associate principal calendar.
- Create PAFs, requests job postings for vacant positions, schedules employee interviews, demo lessons, employment recommendation and onboard new employees.
- Coordinates and organizes interest forms, accepted and wait lists for Middle School and Dual Immersion program
- Monitors student referrals for discipline, follow up calls.
- Organizes the SST process for all grade levels on campus.
- Coordinates all emergency drills on campus and submits appropriate forms.
- Translates communications, i.e., flyers, messages, and phone calls.
- Organizes/maintains files and records.
- Performs clerical functions.
- Operates office machines.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Evidence of successful full-time clerical experience involving typing and taking dictation.
- Ability to perform a variety of clerical work of moderate difficulty and complexity; spell correctly and use good English in performing a variety of clerical work; make arithmetical calculations with speed and accuracy; understand and follow oral and written directions; work cooperatively with those contacted in the course of work; type at speed of 55 net words per minute; ability to work with MAC or DOS applications.
- Ability to establish and maintain effective working relationships with adults and children; perform a variety of above-average, complex tasks; understating and carry out oral and written instructions; prepare reports as required; use good grammar.
- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence, filing, etc.; standard office machines including computers to include work processing, data bases and spreadsheets; correct English usage, spelling, and punctuation; may include knowledge of correct usage, spelling, and punctuation of a foreign language.
- Associates Degree or higher, including or supplemented by courses in typing, and office practices. Evidence of instruction in First Aid and CPR. Current CPR and First Aid card(s) required.

Classified Salary Schedule: Range 30