

## **YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** School Secretary

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES:**

Maintains a well-organized and professional atmosphere within the school office while providing students, parents, and staff requested information and secretarial services.

**SALARY:** Salary is reflective of the Yazoo County School District Salary Schedule

**QUALIFICATIONS:**

1. High school graduate or equivalent minimum, Associates Degree in applicable area, preferred.
2. Strong organizational skills.
3. Proficient in computer skills, including use of Microsoft Office products.
5. Ability to relate well to the level of students in the school assigned.
6. Such other qualifications as Superintendent of Education and School Board may find appropriate and acceptable.

**DESCRIPTION DUTIES:**

1. The secretary is often the first contact the public has with the school. The secretary is expected to act in such a manner as to make the first impression a positive one. Communications, records, and office management are expected to conform to the highest standards of professionalism.
2. Keep an ongoing record of the school attendance, if assigned.
3. Make concerted effort to contact parents of absent students, if assigned.
4. Responsible for distribution of a variety of school communications.

5. Type/compile reports and memos as requested by the school Principal or Assistant Principal.
6. Answer the main phone line and direct calls as needed in a pleasant tone and manner.
7. Works toward developing a positive atmosphere which is open to students, parents, and staff.
8. Displays initiative in evaluating and increasing the effectiveness of the school office.
9. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities.
10. Comply with all FERPA (Family Educational Rights & Privacy Act) and HIPAA(Health Insurance Portability and Accountability Act) laws and requirements at all times.
11. Perform all other duties as assigned by the principal.

UPDATED AND REVISED JULY 2, 2018