

TITLE: **Part-time Support Secretary**

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Prior secretarial, clerical or school office experience preferred.
3. Strong organizational and communication skills.
4. Ability to work effectively with students, staff, parents/guardians, and the public.
5. Proficient with computers, email, word processing, spreadsheets and other standard office technology.

REPORTS TO: Building Principal

GENERAL FUNCTION:

The Part-time Support Secretary provides administrative and clerical support to the building Principal, the Principal's Secretary, students, families and visitors. The position serves as an initial point of contact with the school and contributes to the efficient, welcoming and organized operation of the school building.

PERFORMANCE RESPONSIBILITIES:

1. Perform office and clerical support for the Principal and Principal's Secretary.
2. Complete routine office operations such as filing, copying, word processing and answering phones.
3. Utilize district computer systems and standard office technology.
4. Maintain a well-organized and up to date filing system.
5. Assist with attendance records, student information and other school related documentation.
6. Assist with scheduling appointments, meetings, and other building activities.
7. Maintain confidentiality of student, staff and school information.
8. Process vendor invoices and prepare for payment.
9. Request quotes from approved vendors.
10. Enter requisitions for approval.
11. Fill in for Principal Secretary role on an as needed basis.
12. Perform other duties as directed by the Building Principal or appropriate Administrator.

TERMS OF EMPLOYMENT: Ten months per year.

Salary as determined by The Board of Education.

EVALUATION:

Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.

Date of BOE Approval: