

Secretary

Reports to: The assigned Principal, Director, Counselor, or other Administrator.

Qualifications

The Secretary should possess:

1. Expertise in typing, note taking, and language arts (proper use of English.)
2. Inter-office organization skills such as establishing and maintaining proper files and records, and adequate bookkeeping skills.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Efficiently and effectively assist school personnel in conducting school business.
2. Competently communicate business by phone and letter, independently at times.
3. Keep all office business confidential.
4. Organize office work and records.
5. Keep all student records and records of all building expenditures current.
6. Keep the supervisor aware of meeting schedules and reports due.
7. Assist the supervisor in completing normal routine tasks.
8. Assume the responsibility for the completion of special projects.
9. See that inter-office mail and postal mail, etc., are delivered daily.

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 essential functions.

Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Attendance

Consistent and regular attendance is an essential function of this position

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

Conditions and Environment

The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Principal, Director, Counselor, or other Administrator.

Length of Contract

- 9 month – 183 days
- 9.5 months – 193 days
- 10 months – 203 days
- 11 months – 1 month off
- 12 months

Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.