Elementary Ten Month Secretary

Qualifications

1. Good Health
2. Personality capable of getting along with school staff, children, parents and community
3. Accurate and efficient in secretarial duties particularly as relates to typing ability, clerical skills, word processing and computer proficiency
4. Excellent communication skills, written and verbal
5. At least high school graduate
6. Previous secretarial experience preferred
7. Previous computer experience
8. Able to keep accurate records
9. Able to anticipate and diffuse potentially difficult situations
10. Able to maintain confidential information
11. Able to make decisions following school policy
12. Familiar with first aid techniques

Responsibilities

1. Carries out clerical duties related to the school
2. Assists students and staff
3. Assists principal in maintaining proper records required by law and the Board of Education
    a. Enters and maintains all Education Management Information System (EMIS) reporting
4. Assists principal with clerical tasks associated with the coordination of district federal programs
5. Responsible for collection and accounting of school moneys
6. Keeps absence records of students and teachers
7. Completes and enters purchase requisitions and notifies treasurer's office when orders have been received
8. Assists with obtaining substitutes
9. Carries out other duties as assigned by the building principal

Time Requirements

1. Works 200 days (180 school days plus 20 additional days as assigned by the building principal), 6 paid holidays, 8 hours per day

Evaluation

1. Yearly by the building principal