School secretary

Position Description

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| **Accountability:** | Reports to Principal |
| **Supervisory Responsibility:** | None |
| **FLSA Status:** | Non-exempt |
| **Hours:** | Full-time or Part-time |
| **General Summary:** | The school secretary is often the welcoming face of the school to incoming families. Through organizational and interpersonal skills he or she assists in the ministry of the principal and the overall mission of the school to bring each and every student to the Gospel message of Jesus Christ. |

**Principal Duties and Responsibilities**

* Provides information and assistance to school personnel and the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.
* Establishes and maintains filing and database systems, including student attendance and demographic data.
* Assists parents with the completion of registration materials. May provide a brief orientation to new students and parents. May provide tours.
* May follow up with families after introduction and tour of school.
* May schedule appointments and meetings for the principal.
* Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, and other documents with minimal direction.
* Processes forms, applications, documents, records, and other documents in support of the site functions and programs.
* Greets and assists visitors to the office; controls access to the building.
* Orders office supplies.
* Processes and maintains assigned operational and school office records including, but not limited to, attendance, enrollment, health, lunch count, student cumulative information, and registration.
* Receives, sorts, and distributes incoming mail.
* Operates and coordinates maintenance for office equipment including computers, faxes, typewriters, telephones, printers, and scanners.
* Attends meetings as assigned. Records, transcribes, and distributes minutes of proceedings as directed.
* Maintains confidentiality of all communications and files.
* Performs other duties as assigned.

**Knowledge, Skills, and Abilities**

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| Education: | High School Diploma with additional coursework in office skills. |
| Experience: | Minimum two years of progressively more responsible secretarial and clerical experience, preferably in a school setting. |
| Require: | First Aid/CPR certificate. Must be able to type at least 45 w.p.m. accurately. Must be a fluent user of Microsoft Office Word and have familiarity with Excel. |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday through Friday. Employee must be able to lift 40 lbs. (If your school has stairs and no elevator, you can also add that employee must be able to climb stairs.) |

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.