

## **JOB TITLE: High School Secretary**

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**This is a 12-month position. Approximate hours are 7:30am-4:30pm during the school year with flexible hours in the summer and during school breaks.**

**Position start date:** As soon as possible.

**Position closing date:** Open until filled

**Position Benefits:**

- 100% Paid Single Health & Dental Insurance Premium
- 9.87% Retirement Match
- District paid \$20,000 Life Insurance Policy
- Paid Holidays, Vacation Leave, Sick Leave
- Flexible summer hours
- Optional insurance coverage: Vision, Life Insurance, Long-term Disability Insurance, Flexible Spending Account, 403(b) retirement account

**\*Position requires strong computer/technology skills.**

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**REPORTS TO:** High School Principal

**POSITION SUMMARY:** The High School Secretary, under the general supervision of the Principal, performs a variety of clerical tasks requiring detailed knowledge of school procedures and policies; supports Principal with routine administrative and clerical tasks; maintains attendance records; utilizes a variety of technology skills in everyday tasks; and acts as liaison between Principal with staff, students, parents and community.

**REQUIREMENTS:**

- A. Education Level: High School or GED (minimum).
- B. Experience in secretarial and clerical procedures as well as computer/data processing.
- C. Strong computer skills including experience using programs like Microsoft Word, Microsoft Excel, Google Docs, etc. Must have the ability to learn new systems and software. Efficient and accurate word processing and keyboarding skills.
- D. Strong interpersonal skills required to work closely with a variety of staff members and the public.
- E. Understands and upholds a strong level of professionalism and confidentiality.
- F. Ability to take initiative and work independently
- G. Excellent organizational skills
- H. Excellent oral and written communication skills.

**ESSENTIAL FUNCTIONS:**

- Records and maintains student attendance.
- Enters and processes student information into student database software (student demographics, class enrollment, emergency contacts, etc.)
- Files material including confidential correspondence.
- Creates spreadsheets, address labels, event programs, rosters, certificates, lists, letters, and other word processing documents.
- Responds to telephone calls, doorbell, and intercom customer service needs in a timely, positive, and responsive way.
- Manages office reception area including sign-in, waiting area, and escorting visitors.
- Manages substitutes
- Sorts and distributes mail
- Processes and files student and building forms as required.
- Completes State and local forms as required.
- Assists with coordination of student drop off and pick up.

- Keeps track of office supplies
- Maintains daily student lunch count
- Receives and records money for student accounts
- Enters requisitions and invoices for payments
- Assists teachers, students and visitors.
- Makes intercom announcements.
- Monitors bus radios and bus correspondence.
- Ability to remain calm under stressful situations
- Ability to multitask and prioritize work
- Coordinates and completes special assignments as directed by the principal.
- Other duties as assigned