

**POSITION TITLE: School Secretary/Principal's Secretary**

**JOB GOAL:** To perform various secretarial tasks, providing support for the building administrators and assisting students, parents and staff with daily activities

**QUALIFICATIONS:** High School Diploma or its equivalent and/or courses in office procedures and accounting  
Knowledge of word processing and spreadsheet programs  
Knowledge of contemporary office equipment  
Ability to complete written and oral instructions  
Ability to provide assistance to staff, students and parents  
Ability to establish and maintain harmonious relationships with other employees and the general public  
Must be willing to maintain appearance appropriate to assigned duties and responsibilities

**REPORTS TO:** Building principal

**TERMS OF EMPLOYMENT:** 260 days /8 hours/day

**PERFORMANCE RESPONSIBILITIES:**

1. Greet all visitors courteously, determine their needs, direct or escort them to destination
2. Provide general secretarial support including typing, filing, scheduling appointments or use of the building and answering the telephone, routing the calls and/or messages to appropriate personnel
3. Recruit, process employment paperwork and secure for absences guest teachers
4. Responsible for preparing and submitting required state/DOE reports
5. Track and record teacher and support staff attendance, submitting payroll reports to the SAU office
6. Maintain applications for free and reduced lunch, notifying parents of application process
7. Assists in preparation and distribution of school forms, notices, calendars and menus
8. Work with principals on the opening and closing of school
9. Participate in school safety drills as requested by the administration
10. Participate in the dismissal process as requested by the administration
11. Assist with school wide assessment as requested by administration
12. Maintains cumulative student files. Registers new students and requests records from transferring school. Forwards records to schools students transfer to.
13. Performs other duties assigned by principal necessary to the operation of the school

**DISCLAIMER:**

**This job description lists the general duties and is not intended to list every specific function required.**