

Job Description

Title: Middle School Secretary - 10 Month

Reports to: Building Principal and/or Vice Principal

General Summary: Assists in the smooth and efficient operation of the Middle School office by performing a wide variety of clerical communications to parents, students, staff, and public

courtesy. (25%)

prepares, duplicates, and distributes memos and other correspondence, including newsletters, student/staff notices, menus, correspondence for the principal, use of facility forms, teacher evaluations, and enrollment reports. (15%)

assists substitute teachers and processes appropriate paperwork. (15%)

maintains and updates student and staff records, including registration, withdrawal, attendance, schedules, grades, disciplinary records, locker records, and staff/student absences. Calls parents of absent students and prepares daily absence report. (15%)

prepares and maintains master schedule to coincide with enrollment reports. (10%)

receives, processes, and distributes daily mail. (5%)

orders, maintains, and distributes supplies and materials. (5%)

assists with the setup and cleanup of rooms for meetings and conferences. (5%)

manages and supervises the student office assistants. (5%)

able to react to change productively and handle other essential tasks as assigned.

Qualifications:

1. Education Level:

*Ability to use computer, related software, and other office equipment.

*Ability to establish and maintain cooperative working relationships with staff and others.

Special Requirements:

	Occasional	Frequent	Constant
	0 - 32%	33 - 66%	67% +
1. Standing x		
2. Walking x		
3. Sitting x	
4. Lifting 15-20 lb max. x		
5. Carrying 50 feet x		
6. Pushing / Pulling x		
7. Climbing / Balancing x		
8. Stooping / Kneeling / Crouching / Crawling x	
9. Reaching / Handling x		
10. Speaking / Hearing x	
11. Seeing / depth perception / color		