

## Secretary – Intermediate School

### School District Job Description

**Position Title:** Secretary, Intermediate School

**Department:** Intermediate School

**Reports To:** Principal

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#### **SUMMARY:**

Serve as secretary to the principal and as facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and building permits.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Other duties may be assigned.*

- Types correspondence, letters and memos, purchase orders, check requests, forms, etc. Answers telephones, responds to routine questions, sets appointments or routes calls to appropriate persons.
- Performs duties relating to students, such as taking attendance and tardiness on SIS, and other issues as they arise.
- Compiles and distributes monthly and annual reports including staff attendance, student attendance, calendar of events, discipline reports and daily student attendance from SIS.
- Receives visitors, new parents, and students; answering questions;
- Schedules requested conferences.
- Serves as a confidential secretary to the principal;
- Maintains true & accurate accounting for all staff, student and building accounts;
- Makes and records deposits, understands and follows all district procedures in this area;
- Coordinates grade reporting and prepares employee and student accident reports.
- Maintains school/student records on SIS
- Utilizes SIS to build course codes and classes and prints all student progress reports;

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_

- Supervises students if necessary;
- Maintains schedule of facility events;
- Demonstrates ethical behavior;
- Contribute to the welfare and effectiveness of the building by working cooperatively with parents, staff and students;
- Enrolls new students and requests records from previous schools;
- Performs duties with various degrees of noise and interruption. Flexibility and the ability to multi-task are paramount.

**SUPERVISORY RESPONSIBILITIES:**

Students and Parent Helpers

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Necessary computer skills include Word processing, Spreadsheets, Email, PowerPoint, Publishing, SIS Reports, SIS Attendance, SIS Demographics.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); plus three to five years in general office work and/or training; or equivalent combination of education and experience.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

**TERMS OF EMPLOYMENT:**

10+ month employee. Salary to be established by the Board of Education.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_