

JOB DESCRIPTION

TITLE GENERAL SCHOOL SECRETARY

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate. One to two years experience. Knowledge and skill in the use of a computer.
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear, stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
Work Environment	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.
REPORTS TO	Principal

GENERAL RESPONSIBILITIES

1. Provides secretarial and clerical services to the Principal and staff within the school.

SPECIFIC RESPONSIBILITIES

1. Types letters, memorandums, bulletins, property record cards, purchase orders, handbooks and schedules.
2. Answers telephone and takes messages.
3. Assists in updating student locator information.
4. Processes leave forms.
5. Maintains up-to-date substitute teacher list.
6. Operates micro-computer and other office machines to include word processing and reproduction services.
7. Prepares various forms and maintains files.
8. Maintains records and files.
9. Accesses, inputs and retrieves information and data from a computer.
10. Performs other duties as assigned.