

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 Summer School Principal

GENERAL RESPONSIBILITIES

1. Provides secretarial and clerical services to the Summer School Principal and his/her staff within the school.

SPECIFIC RESPONSIBILITIES

1. Greets visitors and dispenses general school information.
2. Handles incoming telephone calls.
3. Handles incoming mail.
4. Assists with inventory and distributes books and other supplies.
5. Assists in operation and maintenance of office machines.
6. Assists teachers with school procedures, forms and supplication of classroom materials.
7. Administratively coordinates summer school staff.
8. Supervises student clinic.
9. Coordinates use of various rooms.
10. Types, reproduces and distributes various memos, bulletins, etc.
11. Maintains student and staff attendance records.
12. Submits staff payroll information with necessary leave forms.
13. Accesses, inputs and retrieves information and data from a computer.
14. Performs other duties as assigned.