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## SCHOOL SECRETARY

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**Job Title:** School Secretary

**Qualifications:**

- a. High school diploma or equivalent
- b. Criminal History Record Check (CHRC)
- c. Similar work-related experience
- d. Strong characteristics of cooperation, flexibility, initiative, industriousness
- e. Strong organizational skills and ability to prioritize workload to meet deadlines
- f. Effective written and verbal communication skills
- g. Excellent typing, bookkeeping, computer and organizational skills
- h. Excellent interpersonal skills
- i. Ability to relate sensitively to a wide variety of people

**Reports to:** Building administrator

**Job Goal:** To assure the smooth and efficient operation of the main office so that the needs of students, staff and school community are met

**Essential Functions:**

- a. Provide good customer service
- b. Efficiently manage all main office functions
- c. Provide administrative assistance to the building administrator
- d. Serve as a member of the office team
- e. Read, reason, and understand policies and procedures and related information
- f. Follow verbal and/or demonstrated instructions
- g. Perform basic math, keyboarding, writing and phone skills
- h. Reaching, lifting, eye-hand coordination, and sitting
- i. Concentrate on details when there are distractions and work under pressure to meet deadlines
- j. Communicate clearly with a wide range of people, including students, parents and staff
- k. Maintain an organized workspace
- l. Serve as the receptionist for the office
- m. Receive and route all incoming and outgoing building communications
- n. Maintain all student records as directed by the building administrator
- o. Maintain all staff records as directed by the building administrator
- p. Maintain records of, assist and contact substitute staff
- q. Maintain all other building records as directed by the building administrator
- r. Perform all tasks pertaining to ordering and maintaining budget records

- s. Produce and distribute reports of building operations when required by the building administrator
- t. Manage building finances including reporting and security measures
- u. Assist building staff with requests as appropriate
- v. Participate in joint tasks with other district departments when necessary
- w. Provide clerical and managerial assistance to the building administrator
- x. Maintain confidentiality about all aspects of student performance and written and verbal records
- y. Demonstrate a respect for the legal and human rights of students and staff
- z. Follow health and safety procedures established by the district
- aa. Arrive and depart punctually, notifying appropriate personnel about absences and coverage
- bb. Demonstrate dependability, integrity, and loyalty when representing RSU 40
- cc. Perform other such duties as required by the building administrator

**Terms of Employment:** As determined by the current Collective Bargaining Agreement between the RSU 40 Board of Directors and the Medomak Valley Education Association

**Evaluation:** Performance of this job will be evaluated annually by the building administrator in accordance with policy.

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