
SCHOOL SECRETARY

Title School Secretary

Qualifications

- High School Diploma or G.E.D.
- Resume that includes similar work related experiences.
- Strong characteristics of cooperation, flexibility, initiative, industriousness.
- Strong organizational skills and ability to prioritize workload to meet deadlines.
- Effective communicator in both written and oral form.
- Excellent typing, bookkeeping, computer and organizational skills
- Excellent interpersonal skills with ability to relate sensitively to a wide variety of people.

Reports To Building Principal

Job Goal

To assure the smooth and efficient operation of the high school main office so that the needs of student, staff and community are met.

Essential Functions

- Ability to read, reason, and understand policies and procedures and related information and to follow verbal and/or demonstrated instructions.
- Physical ability to perform all necessary job related upper and lower body movement.
- Ability to talk, hear, see, speak and correctly perceive.
- Ability to do reaching, lifting, keyboarding, basic math, writing, eye-hand coordination, dialing, sitting, stooping and climbing.
- Ability to concentrate on details when there are distractions and to work under pressure to meet deadlines.

General Functions

- Manages efficiently all main office functions.
- Provides administrative assistance to the building principal.
- Serves as a member of the office team.

Specific Functions

- Serves as receptionist for the office.
- Receives and routes all incoming and outgoing building communications
- Maintains all student records as directed by the building principal.
- Maintains all staff records as directed by the building principal.
- Maintains records of, provides assistance to, and makes contact with substitute staff.
- Maintains all other building records as directed by the building principal.
- Performs all tasks pertaining to building ordering and maintaining budget records.
- Produces and distributes reports of building operations when required by the building principal.
- Manages building finances including reporting and security measures.
- Assists building staff with requests as appropriate.
- Participates in joint tasks with other district departments when necessary.
- Provides clerical and managerial assistance to the building principal
- Provides supervision of other office staff in conjunction with the building principal.
- Performs other such duties as required by the building principal.

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Legal and Ethical Duties

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the district.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrate loyalty, dependability, integrity, and other ethical standards.

Salary and Benefits

Salary and benefits will be determined by the current Collective Bargaining Agreement between the RSU 40/MSAD 40 Board of Directors and the Medomak Valley Education Association, Maine Education Association, National Education Association.

Evaluation

Performance of this job will be evaluated by the Building Principal in accordance with policy annually.

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