



**TITLE:** SECRETARY (SECONDARY)

**DEPARTMENT:** Secondary

**TITLE OF SUPERVISORS:** Secondary Principal

**SUPERVISES:** Paraprofessional Office Assistants and Students assigned for Office Practice.

**QUALIFICATIONS:** Demonstrates proficiency in typing and receptionist skills.  
Has working knowledge of basic office practices and the operation of common office equipment and machines.

**TERMS OF EMPLOYMENT:** The work year is twelve (12) months. Salary to be approved by the Board.

**GENERAL RESPONSIBILITIES:** Serves as secretary to the Principal and performs receptionist duties. Sees that the office runs smoothly and efficiently.

**EVALUATION:** Performance of this job is evaluated by the Principal.

**DESCRIPTION OF DUTIES:**

1. Performs secretarial duties requested by the Principal (e.g., typing, filing, making phone calls and appointments, etc.).
2. Performs receptionist duties: answers phone, receives messages and visitors forwarding them to the Principal and other school personnel.
3. Maintains absentee/attendance for students and other school personnel.
4. Arranges for substitutes, when necessary, and prepares substitute report.
5. Types/files all correspondence, memos, schedules, etc.
6. Maintains records of inventory, requisition, etc.
7. Receives, receipts money, makes deposits and keeps ledger on all accounts of school activities.

8. Sorts and routes mail.
9. Prepares reports such as free and reduced lunch, eligibility list for sports, sixteenth section, monthly ADA, and other local, district, state and national reports.
10. Duplicates test papers and daily work papers for teachers.
11. Processes/verifies lunch forms.
12. Arranges parent/teacher
13. Maintains a filing system for daily and yearly usage.
14. May apply first aid for external, minor injuries.
15. Calls parents to inform them of child's illness.
16. Types programs for school activities.
17. Prepares folders for beginning and ending the school year.