

TITLE: Secretary – Piney Ridge School

REPORTS TO: Principal

JOB GOAL: To assist the principal and other school personnel by the efficient operation of the school office.

PERFORMANCE RESPONSIBILITIES:

1. Processes correspondence by typing and composing in a neat, professional manner.
2. Maintains all files in a complete, orderly manner in accordance with building and district procedures.
3. Prepares copies and other materials as assigned by the principal.
4. Processes, photocopies, types, and prepares forms for school and office utilization.
5. Prepares and posts notices to school staff as directed by the principal.
6. Maintains office logs, appointment books, and registers as assigned by the principal.
7. Maintains an inventory of office supplies and equipment as required by the principal.
8. Prepares requisitions for materials and sends them to the principal in a timely manner.
9. Helps receive, unpack, and verify incoming shipments of materials.
10. Receives, sorts, and distributes mail and other documents to school staff.
11. Monitors and makes accurate, timely reports in accordance with district procedures.
12. Enrolls and registers new students.
13. Maintains student registration files and class rosters for the proper enrollment of students.
14. Maintains student permanent record files with proper recording of testing information and all academic progress.
15. Properly accounts for, processes, and records all current grade information for district, data processing, and school office.
16. Coordinates special meetings by notifying participants and distributing required forms as per principal.
17. Accepts phone calls in a courteous manner.

- 18. Receives students, parents, and all others in a courteous manner.
- 19. Performs other job duties and responsibilities necessary in the operation of the office.

TERMS OF EMPLOYMENT: 190-day contract. Salary and work year to be determined as established by the Board.

EVALUATION: One annual evaluation submitted to the Human Resources Office. Additional reports may be submitted at the discretion of the building principal.

SIGNED BY SECRETARY _____ DATE _____

SIGNED BY SUPERVISOR _____ DATE _____