

Job Description

Title: Middle School Secretary - 10 Month

Reports to: Building Principal and/or Vice Principal

General Summary: Assists in the smooth and efficient operation of the Middle School office by performing a wide variety of clerical and record keeping duties with minimal supervision.

Essential Functions:

1. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with communications to parents, students, staff, and public using tact and courtesy. (25%)
2. Prepares, duplicates, and distributes memos and other correspondence, including newsletters, student/staff bulletins, menus, correspondence for the principal, use of facility forms, teacher evaluations, and enrollment reports. (15%)
3. Assists substitute teachers and processes appropriate paperwork. (15%)
4. Maintains and updates student and staff records, including registration, withdrawal, attendance, schedules, grades, disciplinary records, locker records, and staff/student absences. Calls parents of absent students and prepares daily absence report. (15%)
5. Composes and maintains master schedule to coincide with enrollment reports. (10%)
6. Receives, processes, and distributes daily mail. (5%)
7. Orders, maintains, and distributes supplies and materials. (5%)
8. Assists with the setup and cleanup of rooms for meetings and conferences. (5%)
9. Trains and supervises the student office assistants. (5%)
10. Able to react to change productively and handle other essential tasks as assigned.

Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure:
3. Experience desired:
4. Other requirements:
 - *Good English usage, spelling, grammar, and punctuation skills.
 - *Ability to type at least 55 wpm
 - *Ability to use computer, related software, and other office equipment.
 - *Ability to establish and maintain cooperative working relationships with staff and others.

Special Requirements:

		Occasional	Frequent	Constant
		0 - 32%	33 - 66%	67% +
1.	Standing x		
2.	Walking x		
3.	Sitting x	
4.	Lifting	15-20 lb max. x		
5.	Carrying	50 feet x		
6.	Pushing / Pulling x		
7.	Climbing / Balancing x		
8.	Stooping / Kneeling / Crouching / Crawling x	
9.	Reaching / Handling x		
10.	Speaking / Hearing x	
11.	Seeing / depth perception / color x	

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Millard Public Schools Revised: August 1994