

# job description

BOARD OF EDUCATION  
DENVILLE

Position: School Secretary

Responsible to: Building Principal

Qualifications:

1. High School diploma or GED
2. Minimum of two years' related work experience
3. Good typing, word processing, and computer skills
4. Knowledge of office equipment, efficient office procedures, and business software
5. Good telephone skills, ability to communicate effectively, strong interpersonal skills
6. Required criminal history check and proof of U.S. Citizenship or resident alien status

Terms of Employment: Twelve Months

Goal: To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of a school office.

## Duties and Responsibilities:

1. Prepares and files correspondence, agendas, reports, evaluations, purchase orders, and communications. Takes and transcribes notes; reproduces materials as needed.
2. Receives and routes incoming calls and correspondence; sorts and distributes mail and notices.
3. Maintains a well-organized, up-to-date filing system.
4. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
5. Greets, assists and logs in/out visitors to the school.
6. Handles phone calls, schedules appointments, and maintains the calendar for administrators.
7. Assists with Staff and student needs.
8. Maintains confidentiality as required and appropriate.

9. Maintains student demographic data including attendance and enrollment records in using district administrative software; completes required State reports.
10. Maintains accounting records of internal school funds and general ledger accounts.
11. Works cooperatively with all staff, parents, and community members.
12. Performs usual office routines and other tasks related to the efficient operation of the office.
13. Maintains office and general area bulletin boards and posts notices.
14. Assists with school activities and/or reports (fire drills, accidents, telephone charges, after school activities, and field trips).
15. Orders and maintains records of school supplies and inventories.
16. Assumes such other related duties and responsibilities as may be directed by the Principal.

Adopted: **June 1, 2009**