

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: SECRETARY – SCHOOL / SUPPORT SERVICES

EMPLOYEE CLASSIFICATION: Non-exempt, Classified

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Secretarial/clerical experience to equal 2 (two) years preferred
- Good English language, grammar, and spelling skills
- Experience in word-processing/data entry/spreadsheet applications
- Experience with Windows and the Microsoft Office software package preferred
- Business math skills
- Demonstrated communications and public relations skills
- An understanding of filing systems

OVERVIEW OF JOB DESCRIPTION: This level of administrative support requires the employee to exercise judgment to carry out a wide variety of secretarial duties within defined policy and with general direction.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Serves as first contact with parents, community, sales persons, district employees, substitutes, support services staff, and students.
3. Schedules appointments for the Principal/Director.
4. Works with staff to assure that they have necessary information and materials.
5. Maintains current student data on District student data management system.
6. Maintains records regarding attendance for staff and follows proper procedures to record attendance data.
7. Prepares a variety of correspondence including but not limited to parent notices, schedules, bulletins and memos.
8. Assists in preparing a variety of site publications (i.e. handbooks, lists, newsletters, calendars, etc.).
9. Orders and maintains supplies and textbooks as requested.
10. Builds, maintains and updates student files following district procedures in accordance with state retention requirements.
11. Screens and distributes incoming mail.
12. Assists in the preparation of various reports requested by the District Office and site supervisor.
13. Assists other secretarial and clerical staff with general office duties.
14. Serves as receptionist as needed.
15. Performs other job-related duties as assigned.

REPORTS TO: Principal / Director

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.