

## Oneida Special School District

### Job Description

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<b>Position Title:</b>	<b>School Secretary</b>
<b>Reports To:</b>	<b>Principal</b>
<b>Job Goal:</b>	<b>To provide clerical support to administrators and teachers; to act as the receptionist to the school</b>
<b>Term of Employment:</b>	<b>As determined by the director of schools</b>

**Responsibilities: (Include but are not limited to)**

- Know and follow all school board policies.
- Keep school attendance records as described by the State Department of Education.
- Maintain pupil permanent records.
- Maintain current file of students with pertinent data.
- Duplicate materials as requested by the administrators and teachers.
- Maintain filing system and process correspondence.
- Perform clerical duties such as typing, filing, preparing records, answering telephones and delivering messages.
- Greet all school visitors courteously, direct visitors and answer questions.
- Maintain confidentiality regarding students and school business.
- Promote a positive school image to the public and all visitors.
- Effectively implement data entry and student information into our information system.
- Perform any and all other duties as assigned by the Principal
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

**Qualifications:**

- High School Diploma or GED
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Demonstrated competence in the use of business machines.
- Competence in office practices and procedures.
- Ability to establish and maintain an effective working relationship with the public and other employees.



- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).