

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### SECRETARY, ELEMENTARY SCHOOL

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years related progressively responsible experience.
- (3) Must be able to type at least forty (40) correct words per minute.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Skills in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Extensive knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, parents, school personnel and the public. Ability to efficiently and effectively manage multiple tasks in stressful situations.

**REPORTS TO:**

Principal

<b>JOB GOAL</b> To assure the smooth and efficient operation of the school office so there will be a maximum positive impact on the students.
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**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
 Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 11**

**SECRETARY, ELEMENTARY SCHOOL (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Prepare and type a variety of correspondence, records, reports, newsletters, bulletins and programs.
- \* (2) Input free and reduced lunch information and process the information as required.
- \* (3) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- \* (4) Obtain substitute teachers.
- \* (5) Provide all bookkeeping services for the internal accounts of the school.
- \* (6) Maintain school records and files as required.
- \* (7) Provide bookkeeping services for the school budget as required.

**Employee Qualities / Responsibilities**

- \* (8) Maintain a courteous and professional manner.
- \* (9) Maintain confidentiality.
- \* (10) Use positive, effective interpersonal communication skills.
- \* (11) Adhere to high standards of punctuality and regular attendance.

**System Support**

- \* (12) Distribute all incoming and outgoing mail.
- \* (13) Receive and route incoming calls.
- \* (14) Coordinate the clerical work of the administrative office of the school as directed by the Principal.
- \* (15) Provide copying service for the staff as directed by the Principal.
- (16) Perform other duties as assigned.

\*Essential Performance Responsibilities