**Job Title: School Secretary**

**Location: Otterville School District, MO**

**Reports To: Principal or School Administrator**

**Job Summary:**

The School Secretary is responsible for managing the daily operations of the school office, providing administrative support to the principal, faculty, and staff, and acting as a liaison between the school and the community. This role requires excellent organizational, communication, and interpersonal skills.

**Key Responsibilities:**

1. **Office Management:**
	* Answer and direct phone calls, emails, and other correspondence.
	* Greet visitors, parents, and students, and provide assistance as needed.
	* Maintain and organize student and staff records, including attendance, enrollment, and emergency contact information.
	* Manage the school calendar, schedule appointments, and coordinate meetings.
2. **Administrative Support:**
	* Assist the principal and other administrators with daily tasks, including correspondence, report preparation, and document management.
	* Prepare and distribute school newsletters, memos, and other communications.
	* Process and track purchase orders, invoices, and budget-related documents.
	* Assist with the preparation and distribution of school materials, such as handbooks, brochures, and event programs.
3. **Student Services:**
	* Handle student attendance, tardy slips, and early dismissals.
	* Administer basic first aid and maintain health records.
	* Assist with student registration, withdrawal, and transfer processes.
4. **Record Keeping:**
	* Maintain accurate and up-to-date student and staff records in compliance with district policies and state regulations.
	* Assist with the preparation and submission of reports to the district office and state education authorities.
5. **Communication:**
	* Serve as the primary point of contact for parents, students, and the community regarding school-related inquiries.
	* Communicate important information to staff, students, and parents as directed by the principal.
6. **Other Duties:**
	* Assist with special projects and school events as needed.
	* Perform other duties as assigned by the principal or school administration.

**Qualifications:**

* **Education:** High school diploma or equivalent required; additional coursework or training in office management, business administration, or a related field is preferred.
* **Experience:** Previous experience in an administrative or secretarial role, preferably in an educational setting.
* **Skills:**
	+ Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and office management software.
	+ Excellent organizational skills and attention to detail.
	+ Strong written and verbal communication skills.
	+ Ability to manage multiple tasks and prioritize effectively.
	+ Professional demeanor and the ability to maintain confidentiality.

**Working Conditions:**

* **Hours:** Full-time, typically during school hours with some additional hours for meetings or events as needed.
* **Environment:** Office setting within a school building. Interaction with students, staff, parents, and the public is frequent.

**Salary and Benefits:**

* Compensation and benefits are determined by the Otterville School District's policies and may vary based on experience and qualifications.

This job description outlines the general responsibilities and qualifications for the position and may be subject to change based on the needs of the school or district.