Hickman County Schools

Job Title: School Secretary

Contract Period: 10 months

Reports to: School Principal

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Purpose of Job: Responsibility for administrative support to the operation of a school building; maintaining and establishing records; compiling reports; communication with school visitors and stakeholders.

* Communicates with a variety of individuals (phone calls, emails, in person) to provide general information and direction as needed.
* Monitors the entry of students and visitors to ensure security and safety of student and school personnel.
* Coordinates a variety of projects, functions and/or program components for the purpose of completing activities and/or delivering services in a timely fashion.
* Maintains a variety of manual and electronic documents, files, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
* Prepares a variety of documents and materials for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
* Processes documents and materials for the purpose of disseminating information in compliance with established administrative guidelines.
* Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information.
* Performs general clerical duties.
* Performs other duties as assigned by the Principal for the efficiency of school operations.