

STANDING ROCK COMMUNITY SCHOOL BOARD
POSITION DESCRIPTION

ELEMENTARY SECRETARY

SUPERVISOR: Elementary Principal, Standing Rock Community School

PROGRAM: Administrative Cost

RESPONSIBILITIES:

1. Provide for administrative support clerical services for the Elementary Principal, Standing Rock Community School, to include the development and maintenance of a computerized administrative data and information system, receptionist duties, maintenance and distribution of written reports and communications, word processing, typing, and other basic office management services.
2. Provide assistance to the Registrar in the preparation of required ISEP Student Count forms and documents for elementary students of the Standing Rock Community School.
3. Preparation, collation and distribution of reports, data, and information at the direction of the Elementary Principal that are relevant to the elementary education program.
4. Coordinate copying, printing, and recording services on behalf of the Elementary Principal as requested.
5. Conduct coordination of scheduling for and correspondence with parents of elementary students for parent conferences, interviews, and other activities at the direction of the Elementary Principal.
6. Provide assistance in scheduling of travel, meeting, and other scheduling in consultation with and on behalf of the Elementary Principal.
7. Maintain the administrative office of the Elementary Principal and Elementary Secretary in a positive, attractive, and welcoming manner.
8. Coordinate the distribution of in-coming and out-going postal items for the elementary school and elementary school staff of the Standing Rock Community School.
9. Provide other administrative support services at the direction of the Elementary Principal, Standing Rock Community School.
10. Conduct duties and responsibilities in accordance with the Standing Rock Community School Board Policies and Procedures.

QUALIFICATIONS:

1. Minimum of an A.A.S. in Secretarial, Office Management, Business, or other applicable degree program required.
2. Demonstrated competency in office management, computer system operation, typing (minimum of 60 wpm), filing, recording, scheduling, receptionist, recording meeting minutes and proceedings, and other applicable skills required.
3. A minimum of (3) years successful experience in working as a Secretary in an educational system preferred.
4. Indian preference in employment considered.