

Sheepscot Valley Regional School Unit 12

SCHOOL SECRETARY – JOB DESCRIPTION

REQUIRED QUALIFICATIONS:

1. High School diploma, GED or willingness to complete a high school diploma program.
2. Strong computer skills
3. Excellent communication skills
4. Strong organizational skills

DESIRED QUALIFICATIONS:

1. Prior secretarial experience.
2. Experience dealing with students, parents, and the community-at-large.
3. Ability to work independently and as a member of a team.
4. Ability to multi-task.
5. Ability to maintain effective and appropriate relationships with students, parents and all school department staff.

REPORTS TO: Principal or Designee

JOB GOAL: To assure smooth and efficient operation of the office so that the maximum positive impact on the education of students can be achieved.

PERFORMANCE RESPONSIBILITIES:

1. Plans, implements, and performs office procedures to facilitate good communication, appropriate record keeping, and a positive reception area in conjunction with the building Principal.
2. Assists with scheduling all facets of the school including student schedules, meeting schedules, special events, etc.
3. Assist in planning for school events, including open house, assemblies, special programs.
4. Tracks personnel day request forms, such as professional days, staff absences, and completes employee attendance forms in a timely manner.
5. Writes and processes routine letters, reports and memos as requested.
6. Updates and maintains records as assigned.
7. Maintains office supply inventory for department/school.
8. Performs clerical tasks accurately and efficiently.
9. Participate in yearly medication administration/dispensing training.

10. Administer/dispense student medication and perform basic first aid in the absence of the school nurse.
11. Performs such other related duties and responsibilities as may be assigned by the Principal.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student educational and personal life.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the School Department.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage needs.
5. Demonstrates dependability, integrity, and other ethical standards.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal, written or demonstrated instructions.
2. Physical ability to perform all necessary duties and responsibilities.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

TERMS OF EMPLOYMENT: As specified by contract and clarified by individual letters of employment

EVALUATION: Performance of this job will be evaluated in accordance with the responsibilities listed in this document.

(Adopted by SVRSU Board April 12, 2012)