Job Description

Job Title: General Secretary  
Date: September 2019

Status: Full-time/Part-time Non-Exempt  
Schedule: Monday-Friday 7am - 4pm

Reports to: Principal  
Environment: Professional /Education

Position summary: The General Secretary greets students and parents and provides them with information. This position performs a diverse set of tasks under the pressure of timelines and confidentiality.

Key responsibilities:

- Provide clerical and administrative support to school leadership; support teaching staff
- Ensure the school operates in a consistently organized manner every day
- Act as liaison between the community, the school and other internal and external stakeholders
- Maintain and oversee recordkeeping for students and staff
- Adhere to rigorous student and staff confidentiality protocols in all circumstances
- Act as first point-of-contact to callers, relay messages, and transfer calls as appropriate
- Serve as the first line of communication when parents call or visit a school
- Schedule meetings and appointments and provide administrative support to teachers and school leadership
- Arrange conferences, meetings, and travel arrangements for administrative personnel
- Complete forms in accordance with procedures
- Compose, type, and distribute staff and department meeting notes, routine correspondence
- Generate and distribute reports as appropriate
- Handle visitor inquiries and direct them to the appropriate person according to their needs
- Locate and attach appropriate files to incoming correspondence requiring replies
- Distribute information in a time-sensitive manner
- Maintain master schedule and event calendars
- Make copies of correspondence and other printed material
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material
- Test, operate, promote and troubleshoot new office technologies as they are developed and implemented
- Ensure email best practices and coordinate the flow of information both internally and with other organizations
- Order, track and dispense supplies
- Review work done by others ensure that school formatting and content policies are followed; revise as necessary
- Perform other duties as assigned

Essential skills/experience:

- Ability to exercise good judgement and attention to detail
- Ability to think strategically and prepare clear, concise communications materials
- Experience with implementing and managing a variety of key initiatives concurrently
- Ability to work collaboratively in a team environment, while also producing a high volume of work independently
- Ability to be creative and thoughtful on how to reach many different and diverse audiences
Key Competencies:
- Self-motivation/Initiative
- Verbal and written communication skills
- Professionalism, confidentiality, and organization
- High degree of multi-tasking and time management capability
- Problem solving and decision-making skills
- Establish and maintain effective working relationships with students, school staff, district staff, and parents

Outcomes: This position will be evaluated, in part, based on the following outcomes:
- Execution and completion of all responsibilities related to the position and other responsibilities as assigned
- Completion of projects in a timely manner, and acceptable resolution of project related issues
- Feedback from school leadership, teachers, students, parents, and other school employees

Education and Experience:
- 3+ years' experience as a secretary or administrative assistant
- High school diploma required; college degree is a plus
- Familiarity with office organization and optimization techniques
- Proficiency in MS Office Suite

Work Environment:
This position works within an educational environment. Professionalism and discretion are required. The noise level will vary depending on the daily activity. It, at times, is very quiet in the classroom but often, as in the cafeteria and/or school assemblies, is moderate to very loud.

This role routinely uses standard office equipment such as computers, phones, copiers, mobile devices.

By signing below, both parties indicate that they have reviewed and understand the job description as provided.

Superintendent/Principal ___________________________ Date __________ Employee ___________________________ Date __________

We are an Equal Opportunity Employer. This is a non-smoking environment. This job description is designed to be a good representation of the job requirements by is not a comprehensive listing of activities, duties or responsibilities required of the employee.