

## **Frenchtown School District**

### **JOB DESCRIPTION**

#### **INTERMEDIATE BUILDING SECRETARY**

##### **QUALIFICATIONS:**

1. Thorough knowledge of modern office procedures.
2. Knowledge and skills in the operations of computers, calculators, copiers and multi-phone lines.
3. Ability to maintain confidentiality as required and necessary.
4. Ability to successfully perform routine assigned and delegated clerical and secretarial responsibilities.
5. Ability to compose correspondence and prepare reports independently or with a minimum of oral and written instructions.
6. Strong ability to relate well to students, staff, the School Board and the public.
7. Ability to work with frequent interruptions.
8. Earned high school diploma.

##### **PERFORMANCE RESPONSIBILITIES:**

1. Serve as receptionist and answer phones for school.
2. Communicate pleasantly and effectively with parents, students, faculty and staff.
3. Receive and originate messages over the school intercom system and via the networked e-mail.
4. Prepare, compile and disseminate regular reports (school & student performance).
5. State data reporting.
6. Supervise students' sign-in/sign-out operations and supervise those assigned to In-School Suspension.
7. Dispense authorized medication to students and other health-related duties to provide a safe and caring atmosphere.
8. Maintain homework collection/distribution system for absent students per parent request.
9. Collect funds (i.e., lunch monies, fees, etc.)
10. Post faculty and staff mail.
11. Perform shared duties with office peers in central administration and other school offices in the district.
12. Perform additional office duties as assigned per staff and clientele needs on an *ad hoc* basis.

**IMMEDIATE SUPERVISOR:** The Building Principal. In addition, the Building Secretary, as are all district employees, is under the general supervision of the District Superintendent.

**TERMS OF EMPLOYMENT:** This is a full-time seasonal position. The employee will work during the school year when school is in session plus 2 weeks before and 2 weeks after the school year. Salary, benefits, and other working conditions are as negotiated by the Frenchtown Board of Trustees and the Frenchtown Classified Association.

**It is the prerogative of the District to assign staff so as to best meet the needs of the District.**

## **Building Secretary**

### **Evaluation**

Performance of this position will be evaluated per the provisions of the Frenchtown Public School Classified Employee's Association and the Board's Policy on Evaluation of Classified Employees.

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Employee

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Date

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Principal

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Date