

JOB DESCRIPTION SECRETARY

QUALIFICATIONS:

1. Thorough knowledge of modern office procedures.
2. Knowledge of business English, spelling, grammatical usage and punctuation.
3. Knowledge and skills in the operation of computers, calculators, copiers, multi-phone lines.
4. Ability to maintain confidentiality as required and necessary.
5. Ability to successfully perform routine assigned and delegated clerical and secretarial responsibilities.
6. Ability to compose correspondence, prepare reports and complete requisitions from oral and written instructions.
7. Ability to meet the public, maintain a professional demeanor, and relate well to students, staff, and the parents.
8. Ability to work with frequent interruptions.
9. Equivalent of a high school diploma supplemented by or including courses in office organization, secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.

PERFORMANCE RESPONSIBILITIES:

1. Organize and manage the routine work activities of the school office.
2. Provide general secretarial support to the administrators and other staff as assigned.
3. Assist in compiling information for preparing various reports as assigned.
4. Maintain files; make arrangements for administrators and others as assigned.
5. Prepare and maintain student entry and withdrawal records.
6. Maintain all office equipment in the assigned area of responsibility.
7. Supervise student sign-in/sign-out procedures and supervise In-School Suspension.
8. Greet visitors and respond to routine inquiries from staff and public.
9. Collection and receipting of all funds (i.e., lunch monies, fee, etc.)
10. Maintain accurate accounting of all employee absences and make daily arrangements for substitute teachers and aides.
11. Keep informed of and complying with all state and district policies and regulations concerning job functions.
12. Answer phones / e-mail and follow through on requests.
13. Assist and monitor students who become ill during the school day, assisting in cleaning the child and wiping up body fluids (more specifically, soiled clothing and vomiting).
14. Assist and monitor students who are injured, monitoring status, implementing initial first aide and notifying school nurse and parents.
15. Dispense authorized medication to students.
16. Perform shared duties with office peers in central administration and other school offices in the District.
17. Become and maintain a Montana Notary as requested.

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

TERMS OF EMPLOYMENT: Full time seasonal position during the school year including, all pupil instruction days plus **12 days before the start of the school year and 11 days following the close of the school year** for a **total of 203 days**. Additional time may be needed on a call when needed basis. Salary, benefits, and other working conditions negotiated by Frenchtown Board of Trustees and the Frenchtown Classified Association.

EQUIPMENT USED: Computer, calculator, copier, telephone/voice mail, fax.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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