

Secretary

All employees and volunteers at Twin Peaks work together to fulfill the Twin Peaks Mission Statement. The items listed in this description provide structure to the responsibilities and accountabilities for this position. Metrics will be developed for this position based on the description below. Twin Peaks however expects to employ professionals who will work beyond job descriptions creating both fulfilling career environment and successful outcomes for our students. Values we hold high include: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents and students.

Role Definition:

The Secretary is the first point of contact for visitors, volunteers and prospective students. Primary responsibilities include taking attendance, fee processing, front desk reception, supporting the Elementary Principal and Deans, answering the phone, and assistance with other office procedures. This position is expected to work in cooperation with the Health Office.

Responsibilities:

- Ability to independently manage busy counter in a positive manner while being constantly interrupted
- Provide support to the Elementary Principal, Assistant Elementary Principal, and other Administrative personnel
- Assist in taking fees and/or dues payments
- Ability to direct students, parents, volunteers, and staff members appropriately
- Ability to communicate and answer questions from incoming phone calls and foot traffic in a positive manner
- Accept lunch money and forward to kitchen; forward food service pouches in morning
- Receive and distribute forms, money, student items, staff items, lost and found, etc.
- Assist with/during school emergencies
- Use database to locate and call for students come to the office, or to pick-up items that a parent has left for student
- Responsible for coordinating and distributing quarterly awards
- Assist in ordering of office supplies
- Be willing to assist/back up the Health Clerk
- Bi-lingual a plus
- Other duties as requested

Education and Experience:

- Relevant administrative experience
- Strong interpersonal and team building skills
- Strong organizational skills and attention to detail
- Advanced computer knowledge, specifically in the Microsoft Office Suite and Google Drive