

Empowering Learners for Today and Tomorrow

**R.S.U. No. 67
Chester, Lincoln, Mattawamkeag
Job Description**

Title: Mattanawcook Academy Administrative Secretary

Qualifications:

- Working knowledge of basic office equipment, technology and software applications (Word, Excel, student information systems);
- Proficient in typing;
- Effective communicator and ability to multi-task;
- Successful experience as a secretary particularly in a school setting; or
- Such alternatives to the above qualifications as may be appropriate.

Reports To: Building Administration

Job Goal: To help support the District's mission to provide a safe, caring supportive environment which challenges individuals to fulfill their potential as lifelong learners and responsible, contributing citizens in school by operating and maintaining an efficient school office that will positively impact student learning and school operation.

Responsibilities:

- Maintains, organizes and ensures the efficient day-to-day operation of the school office;
- Oversees and provides training as needed to office staff or volunteers;
- Promotes a positive, friendly and welcoming office environment that reflects the goals and mission of the school;
- Works closely with administration to ensure adequate, timely preparation and distribution of yearly, monthly and day-to-day communications, forms, reports, and handbooks;
- Maintains required student electronic and paper records;
- Assists office staff with receiving and routing in-coming calls and building visitors;
- Manages all building bookkeeping – deposits, receipts, P.O.'s, invoices and billing;
- Prepares for annual audit;
- Assists principal with development of annual school budget;
- Maintains and assists with classroom inventories;
- Works with office staff to prepare state enrollment and attendance reports;
- Collaborates with office staff and building administration to effectively analyze and solve problems and challenges;
- Assists with other duties and projects as needed or requested by administration;
- Keeps abreast with current office technologies and practices;
- Administers student medications in accordance with District policy; and
- Performs job related functions as deemed necessary and appropriate to fulfill the job goal.

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Work Schedule: 181 days plus 20 days in the summer (10 days before school, 10 days after).

Evaluation: Evaluations shall be completed annually by the building principal in accordance with the current, collective bargaining agreement

Adopted: November 7, 2007

Revised: January 21, 2015