

## **DISTRICT SECRETARY JOB DESCRIPTION**

### **Qualifications:**

1. Graduation from high school.
2. Two or more years of office experience and at least one year of school related work, preferred.
3. Past participation and interest in school and community affairs.
4. Working knowledge of English, spelling and composition.
5. Working knowledge of office methods and procedures.
6. Ability to administer first aid.
7. Ability to make computations with reasonable speed and accuracy.
8. Ability to understand and effectively carry out oral and written instructions.
9. Ability to operate a variety of office machines.
10. Ability to maintain accurate and complete records and prepare neat reports.
11. Ability to establish and maintain effective public, student, co-worker, and Board of Education relationships.
12. Possess a sensitivity to and understanding of children.
13. Possess the ability to exercise mature judgment.
14. Working knowledge of office software and hardware.
15. High degree of organization.
16. **Ability to maintain confidentiality.**
17. **Ability to multi-task and set priorities.**
18. **Ability to work independently.**

**Reports to:** District Administrator

### **Job Goals:**

To serve as personal, confidential secretary to the District Administrator **and Curriculum/G&T Coordinator**, school receptionist and establish relationships with parents, teachers, students and Board of Education members that are conducted with a degree of sensitivity that results in effective communications.

### **Performance Responsibilities:**

1. Transcribe notes, letters, memoranda and reports.
2. **Serve in the capacity of District office reception with teachers, students, parents, Board of Education members, and others on behalf of District Administration.**
3. **Implement and maintain ISES/WLSL (state student enrollment and locator systems).**
4. **Serve as secretary to the Curriculum/G&T Coordinator and District Assessment Coordinator.**

5. **Coordinate implementation of the district's facility use policy.**
6. Prepare Board of Education materials.
7. Prepare confidential materials.
8. Maintain filing systems for letters, reports and other correspondence.
9. Assist in central office administration of board policies.
10. **Maintain personnel records.**
11. Do receptionist work and other duties assigned by the District Administrator.

**Terms of Employment:**

Employed on a 12 month basis with an annual contract. Salary to be established by the Board.

**Evaluation:**

Performance will be evaluated annually by the District Administrator.

Adopted: June 20, 1983

Revised: August 23, 1999

Revised: May 15, 2006