

EASTFORD SCHOOL DISTRICT
EASTFORD, CONNECTICUT

JOB DESCRIPTION

TITLE: School Secretary/Administrative Assistant

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Demonstrated secretarial skills, including the ability to organize and follow-through on various types of dictation.
3. Experience as a secretary.
4. Demonstrated expertise in basic and applied computer skills.
5. Working knowledge of basic office procedures and operation of office equipment.
6. Demonstrated ability to schedule, manage and complete multiple assignments.
7. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Superintendent /Director of Special Education/Principal

JOB GOAL: Assures timely and accurate accounting/record keeping of all special education, 504, and other meetings. Assists with daily operations of the school office. Maintains all computerized student data and prepares and files related reports. Interacts with parents, faculty, staff, students, and the public.

PERFORMANCE RESPONSIBILITIES:

1. Works with students, staff, and parents as needed to ensure the smooth and efficient functioning of the school office; demonstrates effective interpersonal skills.
2. Greets visitors in a prompt and courteous fashion and attends to their needs.
3. Works in cooperation with other office personnel, and assumes responsibility for office operations and procedures in the absence of other office staff.
4. Maintains a computerized student management system that includes data regarding attendance, directory information, class rosters, enrollment, schedules, and report cards.
5. Assists with daily office procedures including, but not limited to answering the telephone, organizing incoming/outgoing mail, filing, typing, and delivering messages.
6. Communicates effectively through verbal, non-verbal, and written expression; ensures that all communications prepared for distribution are grammatically and stylistically correct and reflect good secretarial practice.
7. Types, prepares, and distributes correspondence, reports, notices, bulletins, referrals, newsletters, curriculum documents, and other materials for the school and district.
8. Prepares and/or assists in the preparation of local, state, and federal reports or surveys.
9. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
10. Registers new students, assigns transportation, receives student records, and prepares transcripts for transferring and graduating students.
11. Prepares report cards, progress notes and other student documents as needed.
12. Maintains a schedule of all special education and 504 meetings and types minutes of said meetings.

13. Prepares graduation diplomas, awards, scholarship awards, plaques, and monetary awards.
14. Types and maintains district files such as but not limited to students assessments and bus routes.
15. Assists with the daily dismissal of students and buses.
16. Duplicates and distributes materials to staff, students, and parents, as required.
17. Types, organizes, and updates school-based manuals including but not limited to student/parent handbook, staff manual, and sports handbook.
18. Assists PTO/parent groups with school fund raising activities and other projects.
19. Compiles annual school district report and other reports as assigned.
20. Maintains the school activity account and handles all related accounting procedures including but not limited to school fund-raisers, field trips, and sports programs.
21. Maintains daily milk count and funds, and prepares monthly government reports.
22. Maintains the school's inventory of acquisitions; organizes MSDS file.
23. Maintains confidentiality of all communication on school related matters.
24. Performs other duties and responsibilities as may be requested by an administrator or designee.

TERMS OF EMPLOYMENT: Twelve Months/Salary to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy.

2/11/13