

TITLE: TECHNICAL STUDIES/FINANCIAL SECRETARY (200 days)**QUALIFICATIONS:**

1. High School Diploma
2. Possess a combination of clerical skills to include typing, filing, record keeping, bookkeeping, a willingness to learn word and data processing, and other related clerical skills as the position demands.
3. Proven ability to work in a polite and friendly manner with many different publics.
4. Possess good communication skills both verbal and written.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. A sense of humor and a proven ability to work in a polite and friendly manner with all
7. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

REPORTS TO:

Director of College, Career & Technical Education (CCTE)/Building principal and/or designee

JOB GOALS:

1. To plan, coordinate, and maintain the assigned tasks related to the school and/or the program in a manner that assures proper and efficient service to the students, staff, and the public.
2. Provide a safe and supportive educational environment for all students.

PERFORMANCE RESPONSIBILITIES (include but are not limited to):

1. Works closely with the CCTE Director and other financial staff in handling vocational program transactions including but not limited to budget process, bookkeeping, billing, banking and invoicing.
2. Facilitates the budget process including but not limited to purchase orders, invoicing, accounts payable, accounts receivables, revolving accounts, grants/donations, and order and monitor building supplies.
3. Organizes and maintains office files and records.
4. Maintains confidentiality of student/staff and building records and respects the confidential nature of the school building and will refer to the Principal if a problem arises.
5. Ability to use a variety of technological software applications as related to the school office setting.
6. Develops, files, and mails correspondence as requested by supervisors.
7. Receives and routes incoming telephone calls and inquiries.

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8. Greets and directs school visitors with a warm and approachable tone.
9. Provides support and service to student, staff, and parents.
10. Establishes and maintains cooperative relationships with others.
11. Collaborates with DECA, Robotics, and Skills USA Advisors to coordinate travel/flights and supplies necessary to run programs.
12. Performs other related tasks and assumes other related responsibilities as may from time to time be as assigned by the Principal.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT: *200 Calendar Year*

EVALUATION: *Performance of this job will be evaluated annually in accordance with the provisions of EAPC Educational Secretaries' Contract.*

SALARY: *Per current EAPC Educational Secretaries' Contract*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**Regional Plymouth School Committee:**

Information: 13 August 1991
 Discussion: 13 August 1991
 Approved: 13 August 1991

Plymouth School Committee - Updated

Information: 25 February 2019
 Discussion: 25 February 2019
 Approved: 25 February 2019