

TITLE: COORDINATOR SECRETARY (220 day)**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 staff members, students, and with the larger educational community.
7. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

REPORTS TO:

Coordinator/Director

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. Facilitates the budget process including but not limited to purchase orders, accounts payable, budget input, ordering, etc.
2. Organizes and maintains office files and records.
3. Maintains confidentiality of student/staff and records and respects the confidential nature of the school building and will refer to the Coordinator/Director if a problem arises.
4. Ability to use a variety of technological software applications as related to the school office setting.
5. Develops, files, and mails correspondence to identified groups and others as requested by supervisors.
6. Receives and routes incoming telephone calls and inquiries.
7. Maintains office equipment and assists staff with its use.
8. Processes mail and other communications, including those within social media outlets.
9. Greets and directs school visitors with a warm and approachable tone.
10. Provides support and service to department staff members.
11. Assist with organization of professional development institutes, in-service, curriculum workshops and projects, and associated staff training. Coordinate travel, as needed. Produce copies, packets, and other materials.

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12. Design fliers, handle details with event planning, brochures, invitations, recognition certificates, and name badges for professional development, workshops, study groups, fairs, camps, and other events.
13. Organize student enrichment programs. Responsible for creation and distribution of all communication associated with various programs and events.
14. Schedules buses for field trips as needed.
15. Processes paperwork for staff conference requests and course reimbursements.
16. Establishes and maintains cooperative relationships with others.
17. Assists at major events (e.g., National History Day, Robotics Rally, All-town Music Festivals, etc.).
18. 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:*220 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*

<u>Plymouth School Committee:</u>	
Information: 6 May 2019 Discussion: 6 May 2019 Approved: 6 May 2019	