

**TITLE: DATA PROCESSING SECRETARY (220 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 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:**

Building principal, Director of Accountability and Measurement, 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. Update and maintain all records of student attendance and production of corresponding reports; including but not limited to tardies, dismissals, class periods, field trips, loss of credit, automated call system, etc.
2. Update and maintain all records of staff attendance and production of corresponding reports; including but not limited to collection of paperwork for absence, coordination with payroll, etc.
3. Update and maintains all records of grading and production of corresponding reports; including but not limited to teacher verifications, transcript records, grade changes, honor roll reports, report cards, etc.
4. Facilitates the creation of the building schedule in conjunction with building administration; including but not limited to room locations, course sections and numbers, etc.
5. Update and maintains all aspects of the student information system, including but not limited to staff data, system accounts, GPA/rank, student conduct, DESE required information, CTE competency data, etc.
6. Receives and routes incoming telephone calls and inquiries.
7. Maintains office equipment and assists staff with its use.
8. Greets and directs school visitors with a warm and approachable tone.
9. Provides support and service to student, staff, and volunteers.

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- 10. Organizes and maintains office files and records.
- 11. 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.
- 12. Ability to use a variety of technological software applications as related to the school office setting.
- 13. Establishes and maintains cooperative relationships with others.
- 14. 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*

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

<b><u>Regional Plymouth School Committee:</u></b>	<b><u>Plymouth School Committee - Updated</u></b>
Information: 13 August 1991	Information: 4 March 2019
Discussion: 13 August 1991	Discussion: 4 March 2019
Approved: 13 August 1991	Approved: 4 March 2019