

TITLE: FACILITIES SECRETARY (Secondary 230 day)

QUALIFICATIONS:

1. High School Diploma
2. Possess a combination of clerical skills to include typing, filing, record keeping, bookkeeping, a willingness to learn computer applications, 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:

Director of Facilities & Maintenance and Facilities 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. Maintains records of staff attendance and assists in scheduling of vacations to ensure proper building coverage.
2. Facilitates the budget process including but not limited to purchase orders, bid process, accounts payable,, budget input, order and monitor supplies/materials, etc.
3. Processes resignations, postings for new hires, and helps coordinate paperwork for new hires as directed by supervisor(s).
4. Organizes and maintains office files and records.
5. Maintains confidentiality of staff and building records and respects the confidential nature of the schools and will refer to the Principal if a problem arises.
6. Ability to use a variety of technological software applications as related to the school office setting.
7. Develops, reviews, files, and mails correspondence as requested by supervisors.
8. Receives and routes incoming telephone calls and inquiries.
9. Maintains office equipment and assists staff with its use.
10. Processes mail and other communications.
11. Greets and directs visitors with a warm and approachable tone.
12. Provides support and service to staff and outside companies.

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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 Director.

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: *230 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: 1 April 2019
Discussion: 1 April 2019
Approved: 1 April 2019