

**TITLE: MAIN OFFICE SECRETARY (Elementary 200 days)****QUALIFICATIONS:**

1. High School Diploma
2. Possess a combination of clerical skills to include typing, filing, record keeping, booking, 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 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. Maintains records of staff and student attendance including but not limited to tardies, dismissals, loss of credit, report cards, student transportation, student discipline, etc.
2. Facilitates the budget process including but not limited to purchase orders, accounts payable, student activities, budget input, order and monitor building supplies, 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 student/staff and building records and respects the confidential nature of the school building 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. Monitors and retrieves required records from the sending schools of newly entered students as well as processing of the records of students who are withdrawing to new schools and student registration.

8. Assists in processing "Building Use" applications and payments by community groups, etc. and keeps master schedule using district computer program.
9. Develops, files, and mails correspondence to parents and others as requested by supervisors.
10. Receives and routes incoming telephone calls and inquiries.
11. Maintains office equipment and assists staff with its use.
12. Processes mail and other communications.
13. Greets and directs school visitors with a warm and approachable tone.
14. Provides support and service to student, staff, and volunteers.
15. Assists supervisors in obtaining and scheduling substitute teachers during the school day.
16. Schedules buses for field trips and school events.
17. Assists PTA and School Council by providing guidance in duplicating information, scheduling meetings, and supporting their program as needed.
18. Processes paperwork for staff conference requests and course reimbursements.
19. Establishes and maintains cooperative relationships with others.
20. 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: 17 December 2018
Discussion: 13 August 1991	Discussion: 17 December 2018
Approved: 13 August 1991	Approved: 17 December 2018