

**REGULATION
JOB DESCRIPTION--SCHOOL SECRETARY**

Qualifications:

1. A reasonable degree of proficiency in typing with a minimum rate of 50 words per minute
2. Working knowledge of basic office procedures and operation of common office equipment and machines
3. Knowledge of spelling, punctuation, arithmetic, business English, and standard office record keeping
4. Ability to establish and maintain effective working relationships with others

Reports to: Principal

Job Goals: To assure the smooth and efficient operation of the school office so that office's maximum positive impact on the education of the children can be realized.

Performance Responsibilities:

1. Maintains student records as required
2. Performs clerical tasks of maintaining files and school records
3. Composes and prepares correspondence and reports
4. Schedules appointments
5. Receives and routes incoming telephone calls and mail
6. Performs other tasks required by the principal for effective operation of the school office

Terms of Employment: Salary and work year to be established by the board.

Evaluation: Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified personnel.

Approved : _____ Date _____
Superintendent

Reviewed: _____ Date _____
Employee