

TITLE: SECRETARY, COMMUNITY DAY SCHOOL

QUALIFICATIONS:

1. Knowledge of modern office practices and procedures and skill in operation of common office equipment, including computer and word processing equipment
2. Experience in organization and management of office
3. Ability to take and transcribe shorthand desirable; proficiency as typist; ability to make accurate arithmetical computations
4. Ability to follow oral and written directions; ability to use independent judgment
5. Ability to work effectively with staff, students and public
6. Ability to learn and administer first aid, CPR and other health services
7. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To provide services which contribute to effectiveness of school by performing a variety of general secretarial and clerical duties

PERFORMANCE RESPONSIBILITIES:

1. Performs variety of secretarial and clerical work related to community day school students, staff, operations and activities; may take and transcribe dictation; composes correspondence; operates office machines and computer equipment; types letters, masters, requisitions, permits, records, lists and other documents; processes and distributes mail; answers telephone; schedules appointments and meetings
2. Checks, prepares, assembles and tabulates materials and information from various sources for records and reports
3. Answers inquiries and provides information of specialized or confidential nature requiring use of discretion and independent judgment within limits of established policies and procedures
4. Provides first aid, CPR and other health services as required
5. Maintains accurate absence records and prepares required reports
6. Keeps records, maintains files and performs other clerical duties common to school district organization
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable