

Position **Junior High School Secretary**

Qualifications

1. Keyboarding skills.
2. Ability to complete database, spreadsheet, and word processing tasks.
3. Pleasing personality and appearance.
4. Knowledge of necessary secretarial skills.
5. Good command of the English language.
6. Ability to work with and in the presence of children.
7. Be tactful and emotionally and physically able to perform duties required.
8. Have basic knowledge of first aid and health room practices.

Supervisor **Building Principal**

Responsibilities

1. Typing and basic computer skills.
2. Maintains and distributes various reports.
3. Maintains equipment, supplies, and facilities.
4. Maintains positive public relations.
5. Duplicating tasks.
6. Makes appointments and arranges schedules.
7. Assists parents and students during the enrollment process.
8. Maintains accurate files and records.
9. Schedules use of school facilities.
10. Collects and forwards various monies to proper office.
11. Maintains Student Management software.
12. Checks out teachers at the end of the school year.
13. Sorts and distributes mail.
14. Maintains and distributes equipment, supplies, materials, etc.
15. Assists students as necessary.
16. Distributes keys to authorized personnel.
17. Checks in new materials and equipment.
18. Answers telephone and intercom.
19. Assists in scheduling students and preparation of the master schedule.
20. Assigns lockers.
21. Assists principal as necessary.
22. Greets and assists visitors.
23. Supervises students when required.
24. Administers minor first aid and assists with health room procedures when necessary as outlined in medication guidelines.
25. Informs principal of events.
26. Assists personnel and volunteers.
27. Prepares correspondence and publications concerning the athletic program.
28. Distributes student deficiency and progress reports.
29. Assists in preparing building, district and state reports.
30. Prepares various parent mailings including student report cards.
31. Other duties as assigned.

Employment **11 months 7 ½ hours per day**