

**Job Title:** SECRETARY, SUBSTITUTES  
**Reports to:** Principal  
**Dept./School:** High School  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** Summer 2011

### **Primary Purpose**

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Proficient typing/word processing (minimum of 35 WPM) and file maintenance skills  
Effective organizational, communication, and interpersonal skills  
Ability to use personal computer and software to develop spreadsheets, databases  
Knowledge of basic accounting principles

### **Experience**

One to three years secretarial experience, preferably in public education environment

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **General Duties**

1. Prepare written correspondence forms, schedules or reports using typewriter or personal computer.
2. Type routine correspondence
3. Greet visitors and answer routine telephone calls.
4. Assist students, teachers, and parents as needed.
5. Maintain physical and computerized files.
6. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using typewriter or personal computer.
7. Maintain a daily teacher attendance log and records for substitute teachers.
8. Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office.
9. Schedule meetings and appointments.
10. Assist students, teachers, and parents as needed.
11. Receive incoming calls, take reliable messages and route to appropriate staff and/or students.
12. Maintain physical and computerized files.
13. Receive, sort, distribute or deliver mail and other documents.

**Other**

14. Perform other duties assigned by supervisor.

15. Maintain confidentiality of information.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Personal computer, typewriter, printer, Xerox machine, calculator and fax machine

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions; maintain emotional control under stress; repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.