SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SECRETARY I

SALARY SCHEDULE: SSP5

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:
(1) High School Diploma or equivalent.
(2) Must receive a minimum score of 75% on MS Word test.
(3) Demonstrate proficiency in secretarial skills.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of school and/or District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

REPORTS TO:
Principal or designee
District level administrator

JOB GOAL
To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
* (1) Maintain student data files in computer as appropriate or assigned.
* (2) Operate office machines.
* (3) Type letters, forms and reports.
* (4) Duplicate, assemble and distribute documents.
* (5) Assist in maintaining files, answering telephones and distributing mail.
* (6) Act as receptionist, greeting the public in a courteous and helpful manner.
* (7) Assist public by answering routine questions, scheduling appointments and completing forms.
* (8) Assist in preparing communication for students and/or parents regarding various activities and announcements at school.
* (9) Receive and route incoming calls in a courteous manner.
*(10) Conduct daily attendance procedures, including scanning forms, preparing absence lists and follow-up on student absences.
*(12) Communicate effectively with public, students, coworkers and administration.
*(13) Respond to inquiries and concerns in a timely manner.
*(14) Keep supervisor informed of potential problems or unusual events.
*(15) Demonstrate initiative in the performance of assigned responsibilities.
*(16) Model and maintain high ethical standards.
*(17) Follow attendance, punctuality and proper dress rules.
*(18) Maintain confidentiality regarding school matters.
*(19) Maintain positive relationships with students, parents and staff.
*(20) Participate in workshops and training sessions as required.
*(21) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
*(22) Perform data entry as necessary or assigned.
*(23) Prepare all required reports and maintain all appropriate records.
*(24) Follow all School Board policies, rules and regulations.
*(25) Exhibit the interpersonal skills necessary as an effective team member.
*(26) Demonstrate support for the School District and its goals and priorities.
(27) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 05
*Essential Performance Responsibilities