

The School Secretary is responsible for supporting the principal with management of the school site. The position assists with maintaining a safe and orderly campus as well as school operations.

Chain of Command

The School Secretary reports to the School Principal.

Competencies of School Secretary

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Strong Customer Service Skills
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel, and other systems
- Flexible team player who is time and task oriented
- Ability to work under pressure to meet timelines and handling multiple and changing priorities.

Essential Duties of School Secretary

- Under direction of the School Principal support with site operations including but not limited to; answering phones and receiving all site visitors, enrolling new students, managing site budget, ordering supplies, writing newsletters, reconciling time clock system, management of the school calendar, supporting substitute teachers, maintain updated school emergency plan, maintain class lists, and other duties as assigned.
- Maintaining confidential student information and files.
- Collaboration with other school employees to support the overall operation of the site and support the needs of school.
- Cover for the Health Assistant as needed. (Cross training provided upon hire.)

Minimum Qualifications

High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ Fingerprint Clearance Card

Date Revised

1.31.2020