

RIVER VALLEY SCHOOL DISTRICT

JOB TITLE: Secretary

QUALIFICATIONS: High school diploma, working knowledge of current office equipment, practices and procedures, ability to maintain effective working relationships with students, faculty, other administrators and the general public and to deal with public relations problems courteously and tactfully, good interpersonal skills and communications skills, ability to work independently on projects assigned by the Principal.

IMMEDIATE SUPERVISOR: Building Principal or Pupil Services Director

PERFORMANCE RESPONSIBILITIES

- Perform typing and/or word processing, correspondence, memoranda and other materials as assigned by the Principal.
- Serves as receptionist, answers inquiries and complaints, and schedules appointments for Principal.
- Preparation and processing of collecting money, preparing deposits, and documenting deposits using prescribed accounting procedures as needed.
- Maintain and process student activity accounts for building, including: collecting money, preparing deposits and keeping the books, using prescribed accounting procedures.
- Maintain and process student attendance records, both daily and from classes.
- Keep building records of teacher absenteeism and substitute teachers.
- Maintain accurate records of key control.
- Follow emergency procedures for tornadoes, bomb threats, fire, intruders and trespassers.
- Deal with confidential material in a courteous and responsible manner.
- Upgrade knowledge of modern office techniques and practices, types of office equipment.
- Develop agendas and take meeting minutes, as needed.
- Serve as receptionist, answer inquiries, and provide information to the public.
- Type correspondence as assigned.
- Maintain student attendance records, both daily and for classes.
- Prepare monthly lunch reports for food service program.
- Follow emergency procedures for tornadoes, bomb threats, fire, intruders, and trespassers.
- Deal with confidential material in a courteous and responsible manner.
- Upgrade knowledge of current office techniques and practices and types of office equipment.
- Other duties as assigned by Building Principal
- Help maintain a safe learning environment.
- Other duties as assigned from direct supervisor.

Employee Signature

Date