

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE: CHS Main Office Secretary

GENERAL DESCRIPTION: The main office secretary performs a variety of interpersonal, secretarial, and organizational responsibilities which contribute to the efficient management and coordination of assigned school based tasks.

WAGE CATEGORY: Grade B. Non-Exempt (hourly)

TERMS OF EMPLOYMENT: Per School Board and Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

REPORTS TO: Assistant Principal for Systems

EVALUATION: Performance in this position will be evaluated annually, in person and in writing, by the Building Administration consistent with the process described in the School Board/Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

QUALIFICATIONS:

1. Business education training and experience working in a busy office environment; preferably a school setting.
2. Superior word processing and excellent communication/interpersonal skills.
3. Previous experience and/or ability working with children or adolescents.
4. Flexibility, initiative, and a broad background in computer applications/programs.
5. Demonstrated ability to plan, organize, problem solve, and manage conflict.
6. Commitment to the School District's mission and Strategic Plan.

PERFORMANCE RESPONSIBILITIES:

1. Receive/distribute messages, screen callers, greet students/visitors, respond to inquiries; and model standards of strict confidentiality.
2. Word process all routine correspondence and personnel information (as requested by the administration).
3. Perform clerical functions related to specific school functions (such as, but not limited to, the laminator, copy machines, mailboxes/mail, postage, vending machines, report cards).
4. Maintain current file of teacher class lists in order to supply lists to substitutes and classroom and study hall teachers.
5. Assist building administration with the recruitment, training and assignment of student/clerical aides as appropriate.
6. Attend to the maintenance of the copiers and the copying needs of the administration and team leaders.
7. Manage mass mailing, such as, but not limited to, The Laker View, report cards, and letters to parents.
8. Oversee building needs related to the custodians and maintenance during the summer.
9. Provide backup support for the Principal's Administrative Assistant, Bookkeeper, Planning Room Secretary, and Guidance Administrative Assistant, including managing substitute coverage.
10. File all personnel information as requested by the administrative team.
11. Oversee the management of the datafile, learner profile, and generate all necessary reports.
12. Provide clerical support to the Assistant Principal for the NECAP examinations and all other local assessments.
13. Maintain current assessment data in SASI for the CHS local assessment plan.

14. Process parent or student requests for homework assignments.
15. Other duties and responsibilities designated by the Principal and other building administrators.

WORKING CONDITIONS:

- Noise Level in the work environment is moderate
- Occasionally exposed to outside weather conditions

PHYSICAL DEMANDS:

- Regularly required to sit, use hands to finger, or handle
- Regularly required to talk and hear
- Occasionally required to stand and walk
- Regularly required to reach with hands and arms
- Occasionally lift and/or move up to 25 pounds

Last Updated: 10/22/09