

BARNSTEAD SCHOOL DISTRICT
Secretary

TITLE: Secretary

QUALIFICATIONS:

- Post secondary training or degree in business, finance or secretarial studies.
- Three or more years of education / experience in a secretarial or related field.
- Excellent communication, public relations and decision-making skills.
- Ability to work independently without close supervision.
- Ability to accept direction and constructive criticism.
- Computer literate.
- Excellent organizational skills.
- Team player.
- Good multi-tasking skills.

REPORTS TO: Principal / Office Manager

TERMS OF EMPLOYMENT: Salary and benefits as established by the Barnstead School Board.

HOURS: 40 hours per week. Category I.

EVALUATION: Annual performance evaluation by Principal with input from Office Manager.

GENERAL SUMMARY:

Under managerial review, is responsible for initiating and coordinating the clerical and secretarial functions required in effective implementation of policies and procedures for the educational administrative unit.

ROLE RESPONSIBILITIES:

- Performs secretarial functions to support school administration, including but not limited to, answering telephone, photocopying, typing, filing, etc.
- Assists in composing correspondence and reports as needed, including but not limited to, school handbook, teacher orientation packets, student incident reports, emergency closure procedures and other documents as directed.
- Registration for new students.
- Housekeeping duties related to student attendance, monitoring absences and state reporting.
- Communicates with students, community members, administration, faculty and staff.
- Coordinator of substitute teacher coverage.
- Maintains substitute payroll records, working cooperatively with SAU bookkeeper.
- Is familiar with functions of other office staff and is prepared to provide occasional coverage for such faculty/staff in their absence, at the direction of the principal.

- Maintains confidentiality of school related information.
- Complies with and interprets all policies and procedures established by the school board and school administration.
- Assist in orientation of new office staff.
- Accept responsibility for issuance of youth employment certificates.

(Adopted: 11/23/04)