

**Oelrichs School District 3-3
SCHOOL SECRETARY
JOB DESCRIPTION**

TITLE: Secretary

QUALIFICATIONS/REQUIREMENTS:

A. Minimum of high school diploma or equivalent.

B. Regular attendance is essential. Work effectively with the general public, school personnel and students. Office technology skills required. Must possess excellent oral and written communication skills.

REPORTS TO: Principal

BASIC FUNCTION/PURPOSE OF THE POSITION: To ensure the smooth, efficient, and cordial operation of the School Office so that the office's maximum positive impact on the education of students can be realized.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Demonstrate strict standards of confidentiality.
2. Adheres to district policies.
3. Arrives to work on time and attends work on a regular basis with amount of days missed not significantly impeding the performance of duties.
4. Pick up mail from post office, processes incoming and outgoing mail.
5. Will prepare attendance reports, and attendance letters.
6. Will contact parents/guardians when students are absent.
7. Will input behavior and/or discipline reports into Infinite Campus.
8. Cooperates and works positively and effectively with community members, parents, students and all levels of school personnel.
9. Attends appropriate meetings/trainings.
10. Performs other duties as assigned

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on evaluation for support staff.

TERMS OF EMPLOYMENT:

At-Will. Salary and work year as established by the Board of Education.

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.