

Secretary, District Directors/Supervisors, S4/12

JOB DESCRIPTION

POSITION TITLE MINIMUM

Secretary – S4 – District Directors/Supervisors
College preferred

QUALIFICATIONS

*(Including Certification, Endorsement,
Licenses or Certificates Required)*

Secretarial skills and a high degree of computer literacy that includes the use of Microsoft Word applications

Strong organizational skills

Ability to interact with general public with extreme tact, discretion and diplomacy

Ability to work independently and as part of a team

Ability to multitask and work under pressure

Participates in the development of a work environment that is supportive to the educational goals of the school

Required criminal history background check

Proof of U.S. citizenship or legal resident alien status

REPORTS TO JOB GOAL(S)

District Directors/Supervisors

To assist the district directors and supervisors in a wide variety of activities and responsibilities

(Including Relationship

to District Goals)

JOB RESPONSIBILITY AND AUTHORITY

PRIMARY RESPONSIBILITIES

(Including Any Physical and Environmental Factors)

- 1.Responsible for making and confirming appointments and keeping calendar for all departments
- 2.Word processing including (but not limited to) reports, letters, memos, forms, calendars; copying and distributing if necessary of same for all departments
- 3.Purchase orders for all departments
- 4.Large volume of photocopying for all departments
- 5.Storing of grade books
- 6.Assist with school mailings, collating and other general clerical duties as needed.
- 7.Other such duties and responsibilities as may be assigned by the directors and/or the building principal.

WORKING RELATIONSHIPS

OF THE POSITION

TERMS OF EMPLOYMENT Months 12 months

Salary per SOMEA contract