

Position: Secretarial/Clerical/Secretary

Building Secretary for St. Teresa School

Position Purpose:

To provide clerical and secretarial assistance to building administrators, conveying information regarding school functions and procedures, and supporting all services provided to students, parents, instructional and support employees.

Tasks:

- Prepares, copies, and distributes notices, memorandums, or other correspondence to inform about activities, events, or other work-related matters.
- Assists in planning and scheduling school events and activities, and maintaining calendar of school and student events for the purpose of coordinating and scheduling events such as orientation, open house, field trips, assemblies, parent-teacher conferences, etc.
- Assists in maintaining inventories of supplies and materials.
- Assist visitors to the office, including students, parents, substitute teachers, etc.
- Answers telephone calls, provides information and assistance to callers.
- Distributes incoming mail, email, faxes, and sends outgoing mail.
- Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Registers new students, making sure forms are completed, obtaining transcripts and records.
- Responds to inquiries and provides information to all parties.
- Performs other related duties as assigned in order to ensure the efficient and effective functioning of the school.
- Aware of security and safety with regards to students, personnel, and building
- Balances and maintains banking accounts, counts money, and makes deposits.

Equipment:

- Uses standard office equipment such as a personal computer, copy machine, fax machine, and telephone.

Knowledge, Skills, and Abilities:

- Ability to describe problems and work orally or in writing to supervisor as required.
- Ability to establish and maintain cooperative working relationships
- Ability to carry out instructions
- Ability to add, subtract, multiply, divide, and perform math computations
- Ability to understand, apply, and use personal computers with software applications.
- Ability to problems solve work-related issues
- Ability to work with a diverse group of individuals
- Ability to process paperwork accurately according to school procedures
- Ability to maintain confidentiality of information regarding students, employees, and others.
- Have good organizational and time management skills
- Have knowledge of office management procedures

Physical and Mental Demands, Work Hazards:

- Works in standard office and school building environment.

Qualifications:

- Graduation from High School
- Computer literacy
- Proficient in oral and written communication