

MORRIS SCHOOL DISTRICT

Job Description

Title: Secretary (CL VI excluding Principal Secretary)

Reports To: Secretaries shall work under the immediate supervision of an administrator designated by the Superintendent of Schools.

Qualifications:

- High school diploma required.
- Post high school professional training preferred.
- Prior office experience preferred
- Proficiency in oral and written communication and interpersonal skills.
- Competency in use of computer and knowledge of office related software programs; Microsoft Word and Excel.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Responsibilities: This position incorporates the duties and responsibilities of the Secretary (CL IV and CL V) job description and further includes the following:

1. Provide administrative assistance to the supervisor(s)/administrator
2. Schedule appointments, arrange conferences and interviews as directed
3. Maintain a regular filing system and process correspondence and documents in accordance with established office procedure
4. Maintain daily teacher attendance log and substitute teacher records
5. Enter and update data in the Information Management System
6. Maintain office records and reports on appropriate data processing software
7. Prepare reports as requested by the supervisor/administrator
8. Perform basic bookkeeping functions as needed
9. Work on special projects and assignments as requested
10. Perform data processing duties, such as: entering and updating scheduling information, making changes to student records as necessary and processing ongoing information for state and federal reports
11. Work cooperatively with appropriate personnel to monitor and collect supportive documentation for local, state and federally funded programs
12. Identify, analyze and solve problems
13. Perform other duties as assigned by the superintendent or his designee.

Contract Terms of Employment: 12-month Position

Revised:	February 12, 2018
Approved:	March 30, 1989
By:	Board of Education Morris School District