



MOSCOW CHARTER SCHOOL

Science • Technology • Engineering • Arts • Math

JOB TITLE: SCHOOL SECRETARY

REPORTS TO: The Administrator

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective school office that assists the Administrator and school staff in the performance of responsibilities so that a safe learning environment and effective instruction are provided to ensure that all students meet and exceed the Core Curriculum Content Standards.

QUALIFICATIONS:

The School Secretary shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Be proficient in the use of Microsoft Office/Google Docs or an equivalent computer program.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.

EMPLOYMENT TERMS:

Time: 37.5 hrs per week

1723 East 'F' Street Moscow, Idaho 83843
(208) 883-3195 • (208) 892-3855 Fax
www.moscowcharterschool.org

Dates: 41 weeks per year
Compensation: \$13.00 an hour

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Secretary shall:

1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
2. Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Administrator.
3. Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Type, reproduce and distribute notices to staff, students and parents.
5. Ensure that all communications from the office meet proper written and oral English standards.
6. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
7. Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.
8. Maintain attendance data for each staff member, recording attendance, absences, substitutes, and other required information. Prepare attendance reports, coordinated with payroll data, as required.
9. Maintain a current school calendar of events and use of facilities.
10. Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.
11. Arrange appointments and maintain a schedule for the Administrator and assigned staff.
12. Make announcements and operate the school intercom systems.
13. Assist the Administrator in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
14. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the Administrator's responsibilities. Complete all required monthly and year end reports in a timely fashion.
15. Send order requests and maintain office supplies.
16. Maintain inventories of books, materials, and equipment of the school.
17. Supervise assigned secretarial and clerical assistants.
11. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
12. Recommend to the Administrator improvements needed in office procedures or operations.
18. Communicate to the Administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.



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19. Assist the Administrator and staff in handling interruptions and emergencies, calling for assistance when needed.
20. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
21. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
22. Attend required staff meetings and serve, as appropriate, on staff committees.
23. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
24. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
25. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
26. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
27. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Administrator, and not otherwise prohibited by law or regulation.
28. Coordinate appreciation of staff for birthdays.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.