

West Carroll Board of Education

Job Description

Descriptor Term:

School Secretary/Bookkeeper

Board Policy Reference

5.013

QUALIFICATIONS

Required:

1. High school diploma
2. Associates degree or related job experience

Preferred:

1. Ability to deal with the public in different situations in a pleasant, courteous and helpful manner.
2. Effective and efficient with Microsoft Office Programs such as Word, Excel, and Access.
3. Ability to communicate via E-mail efficiently and effectively.
4. Demonstrated ability to type at 40 words per minute is preferred.
5. Ability to utilize good telephone skills.
6. Ability to establish and maintain effective working relationships with others.

REPORTS TO

Principal

JOB GOALS

To provide support services to the principal and other staff as needed.

DUTIES

1. Provides secretarial services for the principal and other administration
2. Publishes the daily announcements for teachers and students
3. Makes necessary computerized administrative entries to STAR related to attendance, discipline, personnel and grade reporting
4. Contacts parents when necessary as directed by administration
5. Prepares vouchers for payment of school's financial obligations
6. Assumes other reasonable and equitable job related duties as assigned by the principal

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 20 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as books, textbooks, instructional supplies, and equipment.

WORK CONDITIONS

Office environment

TERMS OF EMPLOYMENT

Salary and work year to be established by board of education with recommendation from Director Of Schools

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.