

**South Tippah School District
School Secretary
Job Description**

Qualifications:

High School Diploma

Reports To:

Principal

Job Goal:

To assure the smooth and efficient operation of the school office in such a way as to maximize the positive influence of the office in achieving both the educational and public relations goals of the school

Duties & Responsibilities:

1. Performs usual office routine tasks assigned by the Principal
2. Shall be under the supervision of the school Principal
3. Maintains such records and reports pertaining to students, faculty, and staff as may be required
4. Receives and routes all incoming calls in a professional and personable manner
5. Maintains a daily teacher attendance log and concomitant records pertaining to the use of substitute teachers along with the help of the administration
6. Shall be knowledgeable of SAM
7. Knowledgeable of financial procedures prescribed by the Board of Trustees
8. Maintain confidentiality of office activities
9. Maintain efficient school records of school absences, tardies, entries and withdrawals
10. Forwards monthly copy of staff absences to the Superintendent
11. Assist teachers as may be requested in preparing instructional materials
12. Maintains a log of visitors to the school
13. Operates word processors, computers, calculators, copiers, fax machines, and other devices to insure smooth operation of the office
14. Maintains an active, positive and professional relationship with staff, students, and parents
15. Perform specific job tasks set forth in a more detailed form provided by the Principal of the respective school

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Principal in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____