



Sacaton School District #18

JOB DESCRIPTION

JOB TITLE: Middle School Secretary

Position Type: Classified

Location: Middle School

Salary Schedule: Classified

Reports to: Principal

Term of Employment: 12 months

The applicant must score a minimum of 80% on the structured interview to proceed

POSITION SUMMARY:

Assists principal of the middle school by performing a wide variety of office records and communication work relating to all school functions. Assists the principal in many areas to facilitate the smooth operation of a middle school campus. Assists the principal in leading the school community to increase student achievement through planning and organizing a school culture focused on red carpet service, continuous improvement of processes, being courteous and tactful while interacting with all stakeholders, and effective management of operations and resources in a safe and orderly environment.

JOB GOAL: To support the mission of the district goals, procedures, and policies in the best interest of the student by professionally carrying out assigned duties and participating in the improvement and refinement of related areas.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have and maintain a valid Arizona Identity Verified Prints (IVP) Fingerprint Clearance Card (AZ IVP FPCC).

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three years related experience and/or training.
- Equivalent combination of education and experience.

REQUIREMENTS:

- Must be flexible, courteous and kind to all stakeholders.
- Demonstrates high regard for confidential and sensitive information.
- Must establish and maintain a confidential and professional environment in the front office.
- Must demonstrate a positive attitude and willingness to contribute to a professional environment.
- Adheres to the district vision, mission, core values and goals in collaboration with staff.
- Demonstrates the ability and desire to provide outstanding service to students and families.

ESSENTIAL FUNCTIONS:

- Greets visitors, directs them to appropriate staff, and provides information and customary courtesy.
- Provides and receives information by telephone or in person requiring some judgment or discretion regarding current and specific business of the work system.
- Communicates and works with parents, students, and staff in regards to problems that may arise that do not require the attention of the administrator/supervisor.

- Transcribes and types correspondence, reports, minutes, or other recorded narrative from rough draft/dictation, equipment/notes.
- Prepares and/or delegates composition of various reports and communication for all campus functions, as directed.
- Creates and maintains manual and computerized files.
- Routinely and effectively schedules and communicates job assignments for subordinates and self, as required; i.e., hourly, daily, weekly, monthly, or annually for efficient office management.
- Maintains and coordinates master school calendar of events and activities with various campus, district, and community functions.
- Maintains campus administrator's appointment calendar.
- Assists with budget preparation for school and keeps accurate records of expenditures for department.
- Attends staff meetings; gives and receives information, as required.
- Coordinates and assists staff in arrangement of field trips, assemblies, and special events as school liaison between office, parents, teachers, and student organizations, as necessary.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the SESD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.