

GORHAM SCHOOL DEPARTMENT

TITLE: School Secretary

QUALIFICATIONS:

1. High School Diploma
2. Successful secretarial experience working in a confidential setting, effective communication/interpersonal skills and proficient use of technology.
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Building Principal/Assistant Principal

JOB GOAL: To assist the Principal/Assistant Principal with tasks necessary for the efficient operation of the school's office.

RESPONSIBILITIES:

1. Performs a variety of clerical and receptionist duties, including the preparation of letters, reports, notices and other forms of communication.
2. Promotes positive public relations through all phases of communication.
3. Assists and provides information as needed to students, staff, parents and the community.
4. Maintains confidentiality.
5. Maintains student information systems and other databases as required.
6. Performs other duties as may be assigned.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012