

Xavier Charter School Dist #462

Job Title: Secretary

Department: Administration

Reports to: Registrar

Full Time Hours-7:30-3:30

Job Goal

Under general direction of the Registrar, assist in organizing, developing, and maintaining the office environment. As directed, produce materials related to program improvement efforts. Communicate with all district personnel and the general public in such a manner as to ensure rapport and cooperation.

Qualifications:

Minimum

- High school diploma or equivalent required
- Ability to work independently and as an integral member of a team
- Ability to work on multiple projects at one time while ensuring the quality of each
- Ability to interpret a variety of instructions furnished in written, oral, chart, or spreadsheet form
- Possess strong written and oral communication skills, including appropriate English usage, grammar and punctuation, spelling, editing, and proofreading techniques
- Possess technical skills necessary in the efficient use of word processing, spreadsheet, database and Internet

Desired

Two years school/school district secretarial experience desired, or combination of education and experience deemed acceptable by the Head of Schools.

Essential Duties include the following, but not limited to assigned by the Registrar/
Administrative Team

- Meet and interact with public and employees in routine situations which require tact, discretion and courtesy.
- Provide a variety of clerical duties
- Give information and interpretations of policies or procedures related to departmental or school activities
- Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems
- Sort and process incoming mail and other information for efficient disbursement to appropriate recipients
- Prepare and distribute school records to appropriate schools of transferred students
- Conform to district policy regarding attendance and absences. Employee attendance must be adequate to perform the above listed essential job functions
- Answer telephones and take messages or transfer calls
- Assist in organizing and implementing registration responsibilities

Physical Requirements Not limited to the following:

- Physical ability to perform the above listed essential functions with or without reasonable accommodation
- Physical, mental, and emotional requirements will be developed when needed for purposes of reasonable accommodation
- Persons performing service in this position classification will regularly exert 10 to 25 lbs of force to lift, carry, push, pull, or otherwise move objects
- This position involves sitting most of the time, but will involve walking or standing for extended periods of time

Evaluation

Performance of this position will be evaluated by the Head of Schools in accordance with the Board's policy on evaluation of classified employees

Other

Condition of Employment

Board approval and successful completion of federal background check and pre-employment