

School Secretary

JOB DESCRIPTION

GENERAL DESCRIPTION

As an employee of Shults-Lewis, you are required to be a faithful member of the Church of Christ, as outlined in the by-laws and updated by the Board of Trustees.

The School Secretary is the primary clerical and administrative assistant to the Director of Educational Services and for the school. The School Secretary is the receptionist for the Youth Development Center. The School Secretary keeps records, provides coordination and correspondence for the school.

QUALIFICATIONS

High School Diploma required, Bachelor's Degree preferred. Ability to organize, prioritize and expedite work to be done. Demonstration of good public relations skills including good appearance, telephone courtesy and professionalism, and the ability to work with other office and agency staff in a harmonious manner. Mature character and the ability to handle confidential information in an appropriate and professional manner. Typical availability Monday through Friday, 7:30 a.m. to 4:00 p.m.

RESPONSIBILITIES

1. Greet visitors to the school and direct them to the appropriate place
2. Coordinate communication within the school for teachers, as well as communication from school to houseparents and counselors
3. Distribute passes for all students leaving or returning to school for counseling, doctor appointments, job orientation, etc.
4. Assist the Director of Educational Services with agency correspondence and in-house communication
5. Anticipate the needs of Director of Educational Services and the teachers to keep the school running smoothly
6. Represent the agency to all visitors as well as to all incoming phone calls

DUTIES

1. Keep students' academic files up to date

2. Keep medical charts for OTCs and prescription medications up to date and turn in monthly
3. Order office supplies for school staff, as needed
4. Create monthly faculty duty calendars and distribute
5. Keep office supplied with copies of time sheets, maintenance forms, level sheets, level questionnaires, etc.
6. Keep break room cleaned and organized, including counter, microwave, and table
7. Prepare new files for new residents and close files for residents that have left
10. Greet visitors and inform proper person of their arrival
11. Answer telephone with professionalism and courtesy. Send calls to appropriate staff or voicemail.
12. Order supplies and maintain office equipment
13. Organize Graduation and other school function as needed
14. Organize and send Box Tops to receive funding
15. Other duties as assigned

Revised Friday, January 11, 2019