

## Job Description

**Title:** Secretary to Secondary Education and Educational Services

**Reports to:** Director of Secondary Education

**General Summary:** Assists in the efficient operation of the Office of Secondary Education and Educational Services by performing a wide variety of communication, clerical and record keeping, and general office duties with minimal direction and supervision.

### Essential Functions:

1. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with written and electronic communications to parents, students, staff, and public using tact, courtesy, and professionalism. (15%)
2. Prepares, duplicates, and distributes materials needed for curriculum, instruction, and program needs in cooperation with and support of the Educational Services Coordinators, MEP Curriculum & Instruction Facilitators, and District Interventionists (15%)
- 3.

## Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure: Not applicable
3. Experience Desired: Previous secretarial experience required. Training in a school environment is desirable
4. Other Requirements: punctuation usage.
  - \* Excellent oral and written communication skills including spelling, grammar, and
  - \* Strong math skills to assist with accounting, budget and ordering processes, and utilization of spreadsheets.
  - \* Excellent computer skills including experience working with MS Office tools, E-mail, electronic calendars, and the Internet while having the