

## **TREYNOR COMMUNITY SCHOOL DISTRICT**

**TITLE: Administrative Assistant (Secretary)**

REPORTS TO: Principal of Elementary, Middle or High School

JOB GOAL: To organize all aspects of work assigned by the principal, effectively collaborate with other district staff, and act as a communication link among district staff, parents, community members, vendors and the principal.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Vocational/technical school certification, AA degree or BA degree (preferred).
3. Three to five years of successful experience as a secretary (preferred).
4. Strong communication, both written and oral skills, as well as strong interpersonal skills.
5. Proficient with Microsoft Office, Google, database applications and computers/business machines.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Perform a variety of clerical work including keyboarding, proofreading, filing, checking information on records, collecting and accounting for monies received.
2. Maintain student and staff records.
3. Sort, file, and distribute incoming and outgoing documents.
4. Facilitate incoming calls and schedule appointments for conferences, interviews, and other meetings.
5. Assist with the preparation of reports.
6. Assist with the efficient operation and accountability of the functions of the district.
7. Enter student information and attendance on the computer and prepare reports as assigned. Upload required student data and other information to the Iowa Department of Education or other agencies as required by law or directed by supervisor.
8. Maintain a daily staff attendance log and the applicable records for substitute employees.
9. Perform secretarial services including meeting management, direct responses to the public, document and presentation development.
10. Maintain confidentiality of information.
11. Maintain a log of visitors to the school.
12. Assist other office staff to ensure smooth operation of daily functions.
13. Assist the principal in the efficient management and operation of the school.
14. Additional duties related to the business operations and personnel may be assigned as needed

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to exert up to 40 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.
2. Ability to sit and/or stand in one position for a prolonged period of time.
3. Ability to view computer screens or other monitoring devices for prolonged periods.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TERMS OF EMPLOYMENT:** Days of service as specified in contract language. Salary established by the Board.