

# **WATERLOO LOCAL SCHOOLS**

## **JOB DESCRIPTION**

**TITLE:** Administrative Secretary

### **QUALIFICATIONS:**

1. High School graduate
2. Knowledge of computer software/hardware
3. Organization skills/ability to work independently
4. Ability to supervise student office workers
5. Ability to work with people and follow directions

### **PERFORMANCE RESPONSIBILITIES:**

Assist in daily operations of the school as directed by the Principal including the following specific tasks:

1. Handle all of the Principal's /Director's correspondence through the school office.
2. Supervise the office in dealing with students, teachers, parents and visitors.
3. Answer telephones and keep a daily record of student absences, reason for absence and person reporting absence.
4. Register new students – prepare permanent file and EMIS student registration file.
5. Maintain accurate student records to become a permanent student file.
6. Maintain student registration files and prepare reports according to EMIS requirements.
7. Set up and supervise student workers.
8. Collect and maintain student course fees and project fees.
9. Duplicate needed material and be responsible for operation and maintenance of copy machine.
10. Sort and distribute all mail and materials delivered to the school.
11. Be responsible for the coordination of all office activities and procedures.
12. Assist substitute teachers when needed.

13. Assist Treasurer in keeping records of staff attendance.
14. Deliver the school's outgoing mail to the post office and assure proper postage. Prepare high school bulk mailings.
15. Be responsible for office petty cash.
16. Organize and maintain filing system of student and staff documents.
17. Assign student lockers and maintain records.
18. Order needed office and classroom supplies and organize supply cabinets.
19. Enter purchase requisitions for school.
20. Assume other duties assigned by the Principal.