

Window Rock Unified School District No. 8
Position Description

Position Title	Secretary - School
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Date Revised May, 2003
Status Classified
Salary Level E
Work Year 12 months

- Qualifications**
Certificates/Licenses
- High school diploma or equivalent; two-year college degree preferred
 - Minimum of one year of secretarial experience
 - Bilingual in Navajo and English preferred
 - Basic computer skills in Word, Excel and the use of attendance software; good communications and telephone skills
 - Ability to work with confidential information

Job Goal Contributes to the efficient operation of the school office by performing secretarial support to the principal, maintaining student's records and performing other support duties related to the school's administrative responsibilities.

- Essential Duties**
- Maintains student attendance and other related records through computerized system; complies relevant information as needed.
 - Prepares student-related reports for the principal's and District's use, including attendance summaries, enrollment reports and census counts.
 - Tracks budget information and prepares budget and fiscal summaries and reports.
 - Coordinated student enrollment and transfers.
 - Provides secretarial duties such as typing memos and reports, screening and answering telephone calls, maintaining files, copying, sorting incoming mail and preparing outgoing mail.
 - Receives visitors and serves as back up to school clerk.
 - Prepares requisitions for supplies, textbooks, furniture and equipment; completes receiving reports.
 - Obtains substitute teachers in the absence of regular staff.
 - Maintains faculty/staff records including timesheets, requests for leave and other relevant information.
 - Issues and tracks keys to building and classrooms.
 - Makes travel arrangements.
 - Inventories office supplies and equipment
 - Performs other duties as assigned.

Physical Effort Physically comfortable office environment
Working Environment Normal office surroundings

Supervision Given None
Supervision Received Principal

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisor signature

Date

Employee signature

Date

Board approved: