

TITLE: Secretary

DATE: February 17,2000

DEPARTMENT: Hannahville Indian School

DIVISION: Principals' Office

POSITION SUMMARY: Responsible for the general office operations.

SUPERVISION RECEIVED: Works under the direct supervision of the Principal

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Handles the school office main telephone switchboard. Takes accurate messages and forwards all pertinent calls to the appropriate extensions.

Reports to the principal on matters pertaining to employee absences.

Maintains school enrollment forms and assists with enrollment process.

Is responsible for maintaining student attendance records grades K-12. Assists with state reporting, working closely with the Truancy Officer.

Requisition supplies, and operates office machines, such as duplicating, faxes and laminating equipment.

Types and duplicates instructional materials for coordinators.

PERIPHERAL DUTIES: Related duties as assigned

QUALIFICATIONS: High School diploma or GED. Office experience preferred. Knowledge of general office practices.

SKILLS and ABILITIES: Working knowledge of computers and a variety of word processing programs. The ability to create data bases. Ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, students and the general public.

TOOLS AND EQUIPMENT USED: Telephone, switchboard, personal computer, copy, fax and laminating machines.

PHYSICAL DEMANDS: Be able to lift 10''s, some bending and stooping may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

WORK ENVIRONMENT: The work is performed in an office type setting located in a school. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

SELECTION GUIDELINES: Completed employment application and resume, if desired, rating of education and experience, oral interview and reference checks; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____
Employee

Date _____

Signature _____
Principal

Date _____

Signature _____
Administrator

Date _____