

## **CITY OF AUGUSTA**

### **Department of Public Schools**

#### **JOB DESCRIPTION**

**TITLE:** School Secretary –High School/Middle School

**REPORTS TO:** Principal and Assistant Principal(s)

**JOB GOAL:** To assure the smooth, efficient, and professional operation of the school office and to provide support to the students, staff, and administration in achieving the educational goals of the Augusta School Department.

**QUALIFICATIONS:**

1. High School graduate or equivalent
2. Strong computer base skills, including Microsoft Office
3. Knowledge of general office procedures and use of office machines
4. Flexibility to work within timelines, fast paced and accurate attention to details.
5. Administrative writing skills, clear verbal communication, strong organizational skills, and ability to work cooperatively as part of a team

#### **PERFORMANCE RESPONSIBILITIES:**

- Manages all record requests in a timely manner
- Practices safe work methods; assists in keeping work areas and equipment in safe operating condition and promptly notifies supervisor of any safety hazardous conditions
- Maintains strict confidentiality per FERPA law
- Fosters a welcoming and helpful environment for students, parents, staff and community
- Works collaboratively with all school staff
- Receives and routes all incoming calls and messages
- Routes incoming mail when appropriate or needed
- Prepares necessary correspondences, certificates, rosters, and reports as required by position
- Performs all other related duties as assigned by the building administrator

#### **TERMS OF EMPLOYMENT:**

38 week position

Sick Leave: Per negotiated Augusta Education Association agreement  
Salary Range: Per negotiated Augusta Education Association agreement  
Evaluation: Performance for this position will be evaluated annually by the building administrator

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Superintendent of Schools