

**Lakewood School  
Twin Lakes School District #4**

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**Job Title:** Secretary / Clerical  
**Department:** Support Staff  
**Reports to:** Administration

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**Position Summary:** Executes routine secretarial assignments, written or composed correspondence, serves as receptionist; performs a variety of general secretarial and clerical duties; communicates with the public, as well as support and certified staff; and does related work as required. Assures smooth and efficient operation of the school office so that the office's maximum positive impact on the education of the students of the district can be realized.

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**Qualifications:**

**EDUCATION AND EXPERIENCE EXPECTATIONS**

1. High school diploma or equivalent, associate degree or tech college preferred
2. Must be 18 years of age
3. Must be neat and clean at all times
4. Possess a demonstrated degree of proficiency in computers and typing
5. Working knowledge of basic office procedures and the operation of common office equipment and machines
6. Previous experience as an executive or head secretary
7. Ability and desire to get along with people
8. Ability to follow oral and written instruction of the administrative office
9. Displays loyalty to the Board of Education and Administration
10. Keeps school matters in highest confidence
11. Possess organizational skills
12. Such alternatives to the above qualifications as the Board of Education and/or Administration may find appropriate and acceptable
13. Must have or be willing to pursue first aid / CPR certification
14. Possess a positive, friendly disposition toward all constituents

**PERFORMANCE FUNCTIONS:**

1. Types letters, memoranda, reports, etc., handwritten or other sources
2. Meets the public, provides general information, and deals effectively with a variety of personalities and situations requiring judgment and poise. Answers questions, handle inquiries, refers people to appropriate personnel, and arranges for their comfort.
3. Processes school mail including preparing outgoing mail, sorting and delivering incoming mail
4. Provides back-up assistance to the school nurse. Responds to students referred to the office for illness/accidents and provides medications as prescribed by the physician, and approved by parent/guardian, when the school nurse is not available
5. Food service: maintenance of computerized lunch system, federal and state claims and paperwork
6. Answers and directs telephone calls to appropriate department or person, and assists calls when knowledgeable on a subject under discussion

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7. Collects and enters student absences, maintains student attendance files; prepares attendance letters and attendance reports
8. Maintains student information system; enters appropriate student information, prepares reports from information stored on the system; and keeps all information up-to-date and current
9. Maintains a regular filing system and processes in-coming correspondence as instructed
10. Assists in preparation for opening of school
11. Maintains a student first attitude
12. Participates in monitoring district supplies and initiates re-orders as needed
13. Perform related duties as assigned

The responsibilities listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. The individuals currently holding this position perform additional duties, and additional duties may be assigned. This job description does not create an employment contract between the District and the employee and is subject to change by the District as the need of the District and the School change over time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Wages, Hours and Working Conditions:** Secretarial / Clerical staff wages, hours and work schedules will be determined by the Secretarial Salary schedule.

**Evaluations:** Evaluations will be completed yearly.