Red River Parish School Board

Job Description

TITLE: **School Secretary**

Qualifications: High School Diploma
Vocational Skills with Attached Certificate
Typing & Filing Skills
Business-like Appearance
Good Language Skills
Ability to work with students and the public

Superordinate: School Principal

Performance Responsibilities

1. Type communications
2. Filing of forms and other documents as required.
3. Answer phone and direct calls appropriately
4. Handles correspondence, reports, notices and memoranda
5. Sort mail
6. Serves as office receptionist
7. Be punctual and dependable on the job
8. Detailed computer data input
9. Orders and maintains office supplies as needed
10. Performs all other duties as assigned by proper authority.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

_____ _____

Employee Name (Print) Employee Signature Date

_____ _____

Immediate Supervisor Date

Terms of Employment: **10 Months**
Two (2) weeks Before School Starts
Two (2) Weeks After School Ends