



**Steve Sallee**  
Superintendent

**SOUTHLAND SCHOOL DISTRICT #500**

203 2<sup>nd</sup> Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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- TITLE:** Activities, Principal and District Office Secretary
- CLASSIFICATION:** Support Staff-Non-Certified
- QUALIFICATIONS:**
1. High school diploma
  2. Experience and/or job experience using secretarial (clerical) and computer skills
- REPORTS TO:** Activities Director, Superintendent & Middle/High School Principal
- JOB GOAL:** To provide receptionist and secretarial (clerical) support to the principal, staff, activities director and principal's secretary in assisting with the effective and efficient operation of the school office/building. Provide district clerical support services as required

**PERFORMANCE RESPONSIBILITIES:**

1. Provide clerical support service for the activities director and assist with the operation of the activities office.
2. Answers phone calls and directs inquiries/messages to appropriate person after determination of appropriateness.
3. Assists principal and guidance office personnel with varied secretarial (clerical) duties as needed including graduation activities, student schedules and report cards. Designs forms and templates as needed.
4. Welcomes visitors and directs them appropriately.
5. Issues passes, make-up slips, and/or messages for students when appropriate.
6. Sorts and distributes building mail.
7. Performs general office duties and is knowledgeable of all office equipment.

8. Facilities Coordinator for the high school. Schedules all events that use high school facilities and enters them on facilities calendar.
9. Maintains daily announcements, athletic calendar and other high school information on the high school web site and calendar.
10. Administer medications to students.
11. Updates and retains sports rosters/programs for home teams and opponents.
12. Organize and work fee nights for extra-curricular activities.

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Employee Acknowledgment

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Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

*Serving Adams, Dexter, Elkton, Johnsburg, Rose Creek and Taopi  
An affirmative action equal opportunity employer.*