

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Title: Secretary

QUALIFICATIONS:

High School Diploma (minimum)

REPORTS TO:

District or Building-Level Administrator

JOB GOAL:

Overall Efficiency of Administrative Offices

PERFORMANCE RESPONSIBILITIES:

1. Maintains a regular filing system and process all correspondence as instructed. Maintains school records, forms and documents as necessary.
2. Places and receives telephone calls, and records messages.
3. Orders and maintains general office and instructional supplies as requested by district/building administrator.
4. Performs any bookkeeping tasks associated with this specific position.
5. Maintains daily staff/student attendance logs and (in the case of staff) arranges for substitutes.
6. Maintains confidentiality in all school matters.
7. Prepares and files all correspondence, schedules, bulletins, reports, and memorandums as directed by the administrator.
8. Gives vigilant attention to care and maintenance of office equipment.
9. Maintains positive relationships with students, staff, and community.
10. Will collect fees and carry out other such financial exchanges as are necessary including rental of various armory and gymnasium areas.
11. Shall assume other tasks as assigned by the administrator.