



Secretary - Communications

Job Title: Secretary for Communications

Exemption Status/Test: Nonexempt

Reports to: Director of Communications

Terms: 226 days

Dept./School: Central Administration Office

Pay Grade: Paraprofessional 5

Primary Purpose:

Direct visitors, parents, and school personnel via phone or in person to the correct department and provide accurate district information. Work under minimum supervision to provide support to the Communications Department. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Computer: Word Processing and Database

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Effective public relations, organization, communication, and interpersonal skills

Ability to work under stress in a crisis

Ability to operate multi-line phone system

Ability to speak, read, and understand English

Ability to read and comprehend instructions

Ability to effectively present information in one-on-one situations

Ability to keep confidential information

Knowledge of school district organization, operations, and administrative policies

Excellent public relations, organization, communication, and interpersonal skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to multi-task numerous complex administrative activities

Bilingual preferred, but not required

Experience:

Two years secretarial experience in a public education environment preferred

Major Responsibilities and Duties:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet visitors (e.g. public, parents, students, substitutes, vendors, etc.) respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.
3. Maintain visitor log and issue visitor passes.



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4. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
5. Reset student/parent passwords upon request.
6. Receive deliveries and disseminate materials and information to the appropriate parties.
7. Prepare correspondence, presentations, and other documents for the Communication Department.
8. Compile pertinent data used to prepare various required state and local reports.
9. Comply with policies established by federal and state laws and regulations, and local board policy.
10. Maintain confidentiality.
11. Follow district safety protocols and emergency procedures.
12. Other duties assigned by supervisor.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____

Revised: 5/13/2021