

MIDDLE SCHOOL SECRETARY  
(Job Description)

A. Qualifications

Must meet such academic, professional and personal qualifications as the Board may specify

B. Reports to the middle school principal

C. Job Goal

To assist the middle school principal and staff in the day-to-day operation of the school.

D. Terms of Employment

Wages, hours and conditions of employment shall be in accordance with the West Salem School Employees Association contract

E. Evaluation

Performance shall be evaluated in accordance with provisions of the Board's policy on personnel evaluation

F. Performance Responsibilities

The middle school secretary shall:

1. Receive, monitor and administer all communications in the middle school office.
2. Monitor the collection of all monies, record all monies collected and deposit all monies collected with the district secretary.
3. Type, collect, record and monitor all school correspondence for the building principal.
4. Maintain his/her office and the materials and equipment housed in the office.
5. Maintain an adequate inventory of school supplies.

West Salem School District  
Policy 940

6. Maintain records of student admissions and transfers.
7. Process, collect, record and monitor all purchase orders.
8. Sort, open, collect, record and monitor the mail.
9. Secure substitutes for absent building personnel in the absence of the building principal, update staff attendance records and forward substitute reports for payroll.
10. Administer minor first aid in the absence of the school nurse.
11. Keep attendance records and call the homes of students not in school and not reported as absent.
12. Function as the building's receptionist. The middle school secretary shall take messages for staff and students and meet persons entering the office.
13. Maintain an orderly flow of communication with staff and parents/guardians (e.g. prepare the weekly bulletin and monthly building newsletter).
14. Video tape educational television programs.
15. Perform such other duties as the middle school principal may determine.
16. As a representative of the school district, you are expected to deal with the public in a courteous and professional manner.

CROSS REF.: 526, Staff Evaluation  
West Salem School Employees Association  
Contract

APPROVED: February 13, 1992

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