

Narragansett School System

Winter 2012

TITLE: **Administrative Secretary**

JOB DESCRIPTION:

The Administrative Secretary enhances the day to day operation of the schools by maintaining an environment conducive to a sound, resourceful, and effective educational environment.

MINIMUM QUALIFICATIONS:

Associates Degree or related experience.

Proficiency in Microsoft Office Suite including Power Point, Excel, and Word.

Experience in a school setting preferred.

OTHER DESIRED QUALIFICATIONS:

- Ability to maintain confidentiality.
- Strong organizational skills.
- Ability to multitask.
- Attention to detail.
- Ability to flex schedule.
- Ability to work with employees, families, and the public in a friendly and helpful manner both in person and on the telephone.
- Ability to work as a member of an office team.
- Ability to maintain a professional attitude with a commitment to problem resolution, while contributing to a quality environment.
- Ability to work independently and prioritize a high volume of tasks.
- Willingness to attend future trainings as needed.

DUTIES AND RESPONSIBILITIES:

- Being courteous and helpful to students, staff, parents, and general public.
- Assisting administrators in collecting and entering data.
- Responding to requests for information in a timely fashion.
- Greeting visitors, determining their needs, and directing or escorting them to proper person or location.
- Maintaining a working knowledge of office machines and all applicable computer equipment.
- Having an understanding of the structure of the Narragansett School System.
- Maintaining a high level of ethical behavior and confidentiality of information about students, personnel, and all job related matters.
- Maintaining student records as needed.

- Typing a variety of materials such as letters, students records, reports, memos, etc. from rough drafts or corrected copy.
- Handling and/or assisting administrators with confidential matters.
- Screening telephone calls and visitors for the administrators.
- Filing important documents, correspondence, reports, etc. for the administrators.
- Demonstrating a high degree of interpersonal skills and interacting appropriately with students, staff, and the general public.
- Assisting with presentations for the administrator i.e. power points, pamphlets, and handouts.
- **Maintaining and updating the School Committee Policy book for administration.**
- **Maintaining the administrators' calendars including appointments.**
- **Processing payroll and other functions relating to payroll.**
- **Handling substitute scheduling as needed.**
- **The Administrative Secretary will be required to follow the instructions and perform the duties required by the Administrator, appointing authority or designee.**

TERMS OF EMPLOYMENT:

52 weeks per year. Reports to Administrator or Administrator's designee. All other terms in accordance with the NESP Collective Bargaining Agreement.