

## Narragansett School System

Winter 2014

**TITLE:** Secretary

### **JOB DESCRIPTION:**

The 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 working in an office setting.  
Proficiency in Microsoft Office Suite including Power Point, Excel, and Word.  
Experience in a school setting preferred.  
Understanding of Google Docs 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, with great attention to detail.
- 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.
- Other administrative assignments as requested to assist with the general operation of the school.

**TERMS OF EMPLOYMENT:**

52 weeks or 40 weeks per year depending on the position. Reports to Administrator or Administrator's designee. All other terms in accordance with the NESP Collective Bargaining Agreement.