

**Eufaula School District  
Position Description**

**POSITION TITLE: School Secretary**

Reports To: Principal & Assistant Principal

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- => Maintains strictest confidentiality on all office matters.
- => The front office secretary greets visitors to the school in a friendly manner and directs them to the proper person.
- => Receives all telephone calls to the school, screens calls and takes messages when necessary.
- => Delivers phone messages to administration in a prompt manner.
- => Locates the principal if there is a parent, patron, and/or student waiting.
- => Distributes daily mail from district mail.
- => Calls students for principals.
- => Maintains files for principal.
- => Responsible for correspondence for principal.
- => Keeps an accurate daily record of all absentees.
- => Maintains accurate attendance reports for main office (such as student check outs, etc.)
- => Notifies Superintendent's office of new students for Wengage System.
- => Maintains the student accounting system.
- => Maintains accurate attendance reports for Oklahoma State Department of Education.
- => Types documents, charts, reports, papers and staff emails of information.
- => Handles and gives receipts for activity money.
- => Deposits all activity money daily in the Superintendent's office.
- => Enrolls new students.
- => Prepares materials for teachers at the opening of the school year.
- => Assists in teacher check out at the end of school year.
- => Types all schedules, etc.
- => Prepares and types the monthly newsletter.
- => Helps with emergency drills and files report with Superintendent's secretary.
- => Acts as school health clerk when needed and recommends dismissal of students.
- => Maintain a list and location of all students.
- => Notifies Superintendent 's receptionist for service and supplies on equipment.
- => Distributes substitute folders and materials to substitute teachers.
- => Assists with school records.
- => Assists with school marquee.
- => Maintains cleanliness of office and keeps supplies stocked.
- => Notifies Superintendent 's receptionist of needed supplies by a requisition.

- => Informs administrator when leaving designated work area.
- => Is loyal to, cooperates with, and supports school policies.
- => Assists in any other areas when necessary.

**SUPERVISORY RESPONSIBILITIES:** Supervises students and assumes other supervisory duties as assigned by building principal. Confidentiality on all office matters is maintained at all times.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required.*

**OTHER SKILLS AND ABILITIES:** Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*