



## Job Description

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| <b>Position/Title</b>                  | School Secretary / Front Office Assistant  |
| <b>Department</b>                      | Student Services   |
| <b>Reports To</b>                      | Assistant Principal  |
| <b>Key Tasks and Responsibilities</b>  | <p>Primarily responsible for all general office needs and will provide clerical support for the Principal, Assistant Principal, and other personnel as directed.</p> <ul style="list-style-type: none"> <li>• Act as first point-of-contact to all general office incoming phone calls and visitors</li> <li>• Greet and assist students, parents/guardians, and other school visitors as outlined in our visitor policy</li> <li>• Order, organize and maintain office equipment</li> <li>• General clerical duties include, but not limited to, word processing, data entering, correspondence, filing, answering phones, mailings, ordering supplies, operation of office equipment and organization skills</li> <li>• Conduct morning announcements and update daily bulletin electronically</li> <li>• Coordinate substitute coverage for a faculty/staff of 95 employees using the Frontline Substitute Program</li> <li>• Central communication center for all school emergencies and medical help requests</li> <li>• Complete all special projects as assigned by the Principal and Assistant Principal</li> <li>• Serve as back-up for recording class attendance</li> </ul> |
| <b>Physical Demands</b>                | <ul style="list-style-type: none"> <li>• Stand for extended periods of time</li> <li>• Bending, stooping, sitting, climbing stairs</li> <li>• Manual dexterity to use office equipment</li> <li>• Visual acuity to read correspondence, computer screen</li> <li>• Auditory acuity to be able to use the telephone</li> <li>• Ability to speak clearly and distinctly to co-workers, students and guests</li> </ul>  |
| <b>Skills, Knowledge and Abilities</b> | <ul style="list-style-type: none"> <li>• Strong listening and interpersonal skills to deal effectively with students, parents/guardians and co-workers in a friendly service-minded manner</li> <li>• Excellent organization and computer skills</li> <li>• Proficient in grammar/punctuation and proof reading</li> <li>• Ability to multi task</li> <li>• Ability to maintain confidentiality</li> <li>• Represent EHS in a positive and respectful manner</li> <li>• Ability to maintain records with a high degree of accuracy</li> <li>• Ability to work with frequent interruptions</li> </ul>   |
| <b>Experience Preferred</b>            | <ul style="list-style-type: none"> <li>• Minimum high school diploma</li> <li>• Google Suite Platform (Docs, Sheets, Forms, etc.)</li> <li>• PowerSchool and Frontline programs</li> <li>• Microsoft Office skills (Word, Excel, Outlook)</li> <li>• Previous experience in an educational environment preferred</li> <li>• Active assailant training (will train)</li> </ul>  |