



**Building Secretary**  
Group I  
Fairview Elementary School

**Position Description:** Under the direction of and in cooperation with the site administrator, to be responsible for all the secretarial functions of the site, and to perform related work as may be required.

**Position Requirements:**

- ◆ Act as administrative assistant to the principal
- ◆ Interact positively and frequently with staff, students, parents, and others
- ◆ Perform general secretarial functions
- ◆ Run office equipment
- ◆ Learn new tasks
- ◆ Maintain and manage financial transactions as requested.
- ◆ Maintain confidential records and files.
- ◆ Prepare reports as directed
- ◆ Operate current office technology effectively, as well as demonstrate expertise in typing (60 words per minute) and keyboarding
- ◆ Perform simultaneous tasks on a daily basis
- ◆ Make decisions to assist in the smooth operation of the site
- ◆ Administer first aid and dispense medication under the direction of the school nurse
- ◆ May act as personal secretary
- ◆ Direct other staff in the office as appropriate
- ◆ Collect and record appropriate data
- ◆ All other duties as directed by principal

**Position Qualifications:** (Successful candidate must be able to)

- ◆ Demonstrate excellent work ethic
- ◆ Demonstrate ability to deal effectively, tactfully, and courteously with adults and children
- ◆ Demonstrate ability to work harmoniously with other employees
- ◆ Demonstrate willingness to work in groups for continuous improvement
- ◆ Demonstrate excellent communication skills
- ◆ Demonstrate ability to perform efficiently under stress
- ◆ Demonstrate ability to present a positive image of the district
- ◆ Demonstrate ability for efficient use of English, spelling, and arithmetic
- ◆ Demonstrate ability to make decisions guided by established policies and practices
- ◆ Demonstrate ability to organize and complete tasks
- ◆ Possess a high school diploma

**Salary:** \$14.50 - \$19.50

**Hours:** 8 hours per day/ 225days

**If interested please submit letter of interest and resume to the District Office before June 19, 2018.**

Date to be Posted 06/06/2018 Posted by KH

Date to be Removed 06/18/2018 Removed by \_\_\_\_\_

Plymouth Joint School District does not discriminate on the basis of sex, handicap, age, race, color or national origin in the education programs or activities it operates and in employment.