



Riverview Middle School Secretary

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 students, parents, staff, and others
- Make decisions to assist in the smooth operation of the Middle School
- Perform general secretarial functions, including using current office technology effectively (information and data systems, website design, spreadsheets, word processing, Google Drive, etc.)
- Perform simultaneous tasks on a daily basis with frequent interruptions
- Collect, maintain, and analyze confidential records, data, and files
- Prepare reports and correspondence as directed
- Manage financial transactions as requested
- Administer first aid and dispense medication under the direction of the school nurse
- View challenges as opportunities to learn, grow, and help improve the organization
- All other duties as directed by the principal

Position Qualifications

- Excellent work ethic, creativity, and initiative
- Ability to work effectively, tactfully, and courteously with adolescents and adults
- Ability to work collaboratively with other employees for continuous improvement
- Excellent communication and technology skills
- Ability to perform efficiently under stress
- Ability to make decisions guided by established policies and practices
- Ability to organize and complete complex tasks
- Desire to serve the community in an educational setting
- Ability to present a positive image of the district
- Consistently positive and happy personality
- Possess a high school diploma; additional education and/or training desired

Salary: \$15.10 - \$20.10

Hours: 8 hours per day Monday-Friday year round

Date to be Posted 04/29/2024 Posted by _____

Date to be Removed 05/06/2024 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.

OUR MISSION:

To encourage everyone to see and be his/her personal best through successful learning experiences . . . BECOME YOUR BEST.