

## Three Rivers Local School District

### Job Description – W (2)

**TITLE:**                      **DEPARTMENT SECRETARY**

**QUALIFICATIONS:**      Advanced secretarial, word processing, and computer skills. Ability to deal effectively, assertively, and pleasantly with the public, staff, and students. High School graduate.

**REPORTS TO:**              Principal or designee

**RESPONSIBILITIES:**

1. Act as receptionist for the department.
2. Operate all building communication systems.
3. Operate all office equipment.
4. Make decisions relative to the effective operation of the department.
5. Maintain confidentiality in all matters related to students, faculty and staff.
6. Prepare correspondence, reports, student, faculty and staff communications, parental communications, transcripts, scholarship applications, interim reports, schedules, invitations, and other documents as needed for the department.
7. Maintain student records, and all designated files and reports.
8. Complete and maintain accurate record of local, state, and federal reports as required or needed.
9. Maintain current list of tutors and other school volunteers.
10. Coordinate mental health services as needed.
11. Support the Counselors and guidance program.
12. Support the Athletic Director and athletic program.
13. Provide dispatch service for the transportation department at the end of each day.

14. Assist in planning, organizing, and preparing for meetings, programs, and activities as directed by the principal, counselors, athletic director, and/or transportation supervisor.
15. Assist in the preparing of calendars, programs, and other printed materials for the departments and/or building.
16. Provide support to building secretaries as needed.
17. Perform other job related duties as assigned by the counselors, athletic director, or transportation supervisor.