

**Diocese of Gaylord
Job Description
School Secretary**

Status: Exempt/Non-exempt Reports to: _____

Part time: _____ Full time _____

Primary Function:

Has the responsibility for maintaining all student records and being the resource person for the students, parents and visitors with a pleasant and personable behavior.

Major Area of Responsibility:

- Maintain official student's records for the school
- Schedule all appropriate meetings for the principal, teachers and students
- Be a resource person for students, parents and teachers
- Order all supplies for the school

Other Areas of Responsibility:

- Answer all phones call in a pleasant manner
- Type all letters, reports and other items as requested
- Do all the filing as required
- Handle all requests for absentees for student, teacher or parent
- Count all money collected for lunch/milk and/or various fund raisers for school
- Open the mail and distribute to appropriate people
- Perform other responsibilities as assigned

Qualifications:

Should have at least 3 years experience in secretarial skills, such as dealing with the public, knows various aspects of the computer, has some done some financial work and has an understanding of the Catholic faith.

Employee _____ Date _____

The above is intended to describe the general content of and requirements for the performance of this job. It's not to be construed as an exhaustive statement of duties, responsibilities or requirements

Diocese of Gaylord Performance Appraisal Form School Secretary

Name _____ DATE _____

ANNUAL _____ 3 MONTHS _____ SPECIAL _____

JOB TITLE: SCHOOL SECRETARY

Job Description is updated yes ___ no ___

MAJOR RESPONSIBILITIES:

1. Maintain official student's records for the school. Meets _____ Needs Improvement _____
2. Maintain all tuition records for the students and parent. Meets _____ Needs Improvement _____
3. Schedule all appropriate meetings for the principal, teachers and students.
Meets _____ Needs Improvement _____
4. Be a resource person for students, parents and teachers. Meets _____ Needs Improvement _____
5. Order all supplies for the school. Meets _____ Needs Improvements _____

Please comment on any items that need improvement or have been outstanding in the performance of the Secretary:

Specific Responsibilities

1. Answer all phone calls in a pleasant manner. Meets _____ Needs Improvement _____
2. Type all letters, reports and other items as requested. Meets _____ Needs Improvement _____
3. Do all the filing as required Meets _____ Needs Improvement _____
4. Handle all requests for absentees for students, teachers or parents.
Meets _____ Needs Improvement _____
5. Count all money collected for lunch/milk and for various fund raisers for the school.
Meets _____ Needs Improvement _____
6. Open all mail and distribute to appropriate people Meets _____ Needs Improvement _____

7. Perform other responsibilities as assigned.

Meets _____ Needs Improvement _____

Please comment on any items that need improvement or have been outstanding in the performance of the School Secretary:

Please outline and comment on overall performance and goals for next year:

Pastor/Principal

Date

School Secretary Comments:

School Secretary

Date