

## MITCH Charter School Position Description: School Secretary

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**Reports to:** Executive Director

**Supervises:** Volunteers

**Rate:** \$21/hour

**Length of employment:** 12 months

**Classification:** Non-exempt

### Summary

Reporting directly to the Executive Director, the School's secretary is the initial point of contact on all matters pertaining to the school office and provides support services to various stakeholders. The school secretary also serves as the initial liaison to the school's sponsoring district; organizes and manages office support services; and oversees special projects, including the school's volunteer programming.

### Essential Functions

These examples represent the essential functions of the position, but are not inclusive of all the duties the position may perform.

- Alert the Executive Director to any safety concerns and support implementation of proper follow-up procedures.
- Volunteer Programming:
  - Work with the PSO to identify special projects
  - Recruit, educate and organize volunteers
  - Educate staff about volunteer rules and requirements
  - Ensure all volunteers have gone through the proper background checks and know rules of school
- Greet all visitors to the office with kindness and compassion, including students.
- Ensure that visitors are signed in through HelpCounter and issued a visitor badge.
- Answer the telephone with a kind demeanor, refer calls, and take accurate messages.
- Stay up to date on and provide general information about the school, as well as address inquiries from prospective families.
- Perform a wide variety of duties including the creation of lists and directories, school schedules, calendars and logs.
- Coordinate field trip records and schedule buses.
- Maintain and update school handbooks and manuals.
- Coordinate substitute hiring.
- Coordinate a variety of school-wide drills.
- Coordinate completion of facility maintenance needs.
- Coordinate the maintenance of classroom and office technology including computers, doc cameras, and projectors.
- Order and maintain an inventory of office supplies.
- Maintain security access data and secure storage.
- Type and proofread a variety of documents including general correspondence, agendas, reports, newsletters, memos, flyers, and announcements from rough drafts, notes, or verbal directions.
- Sort and file documents and records, maintaining accurate student and business records and files to assure required information is accurate and accessible.
- Log mail, prepare bank deposits, accept cash and checks from parents and donors.
- Support school registrar activities as needed including maintaining enrollment information, prospective student applications, student data, statistics and correspondence.

- Schedule school tours with the Executive Director.
- Create and maintain student records including cumulative files, attendance, and immunization records, report cards, and class lists. Maintain excellent and open communication with District offices to ensure the school is conducting our student services accurately and within established District, state, and federal regulations.
- Coordinate annual immunization reports and tracking.
- Care for injured students when they are sent to the office.
- Maintain student injury and illness logs.
- Assess student illness and injuries to determine appropriate action. Notify appropriate school personnel about student illnesses and injuries; contact parents and emergency services when necessary. Dispense medications to students as directed. Provide comfort and assistance to students who come to the office with minor injuries, symptoms of illness, etc. Supervise students with more severe symptoms until parents or appropriate medical personnel arrive.
- Maintain inventories of first aid supplies.
- Maintains confidentiality as required by law and decorum. Contributes to our culture of cooperation, mutual respect, and transparency. Supports and nurtures the teacher-student relationship in performing all duties.

### **Qualifications**

School secretary must approach their role with an equity lens, acting in service of all community members to build a culture of belonging and inclusion for every family. Within their ability, they should collaborate with school leadership, staff, PSO, and TTSD to connect prospective and current families with resources and supports to reduce barriers at MITCH, i.e. language translation services, food access, shelter, engagement opportunities, etc. They should be communicative, collaborative and enjoy working within a small, entrepreneurial environment that is mission-driven, results- and community-oriented, and to project a positive, professional image of MITCH. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The school secretary will have the ability to maintain confidentiality and to work courteously and effectively with other employees, student, parents, board members, and the public. The school secretary will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### **Skills**

Skill in keyboarding, data entry, Microsoft Word, Excel, Google Business or Education. Bilingual desired (Spanish.)

### **Knowledge**

Knowledge of effective office operations and procedures; knowledge of the operation of various office machines and equipment, especially printing equipment. Excellent verbal and written communication skills required.

### **Work Conditions / Physical Requirements**

Duties are primarily performed in an office environment while sitting at a desk or working at a computer; they require the ability to sit for prolonged periods, bend or stoop to retrieve files and attend to children; reach, grasp and use a keyboard for prolonged periods. Duties may also include exposure to biological conditions including body fluids and waste, germs, and childhood illnesses.

**Disclaimer**

This position description in no way states or implies that these are the only duties to be performed in this position. Employees are required to follow instructions and to perform other job related duties at the Executive Director's request. The Board of Directors may modify this description at its discretion.

I have read this description and understand the requirements of the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

M.I.T.C.H. Charter School does not discriminate on the basis of race, gender, national and ethnic origin, disability, sexual orientation, gender identification or any other legally protected status in the administration of its student admissions policies, employment policies, educational policies, grant, scholarship, or athletic programs and any other school administered programs. We are an equal opportunity employer.