

Job Description – Chebeague Island School Department

JOB TITLE: Administrative Secretary

REPORTS TO: Building Principal/Superintendent

JOB GOAL/PRIMARY PURPOSE: To professionally ensure the smooth/efficient operation of the Chebeague Island School office. To develop, maintain, and coordinate well-organized systems and procedures that support the administration and staff, and serve as the frontline in communicating/interacting with students, guests, vendors and members of the community.

MINIMUM QUALIFICATIONS:

INCLUDING EDUCATION, CERTIFICATION, SKILLS, KNOWLEDGE, ABILITIES, AND EXPERIENCE:

- ✓ Associate Degree or a minimum of 2 years related work experience (Bachelor Degree is preferred)
- ✓ Has current State of Maine Criminal History Records Check approval

KNOWLEDGE, SKILLS AND ABILITIES:

- ✓ Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities below.
- ✓ Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- ✓ Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- ✓ Demonstrated computer/technology skills.
- ✓ Must maintain a high level of ethical behavior and confidentiality of information as required by law.

ESSENTIAL FUNCTIONS:

Responsibilities may include but are not limited to the following:

- Assists the Superintendent/Principal in general administrative operations and serves as his/her confidential assistant.
- Reports to the Superintendent/Principal on developments or problems requiring the Superintendent/Principal's awareness or action.
- Maintains thorough knowledge of school department policies and procedures.
- Maintains a manual and electronic filing system and processes incoming correspondence.
- Serves as the office first point of contact and welcomes visitors and receives, screens, and routes incoming phone calls and correspondence.
- Performs administrative and secretarial duties for school personnel as needed.
- Maintains school department website.
- Prepares payroll and tracks sick days and vacation time.
- Operates computers, copiers, fax machines, printers, telephone and other general office equipment and is responsible for reporting equipment problems and failures.
- Assists in making state reports.
- Maintains enrollment lists.
- Orders supplies and equipment as needed.
- Drives personnel to and from boats as needed.

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- Drafts and distributes information via email and in hard copy to parents and other members of the public as needed.
- Maintains school planning calendar.
- Produces and processes department newsletter twice a year (winter and summer).
- Creates Purchase Orders for warrants.
- Is a co-signer on school checking account, tracks accounts in an accurate and acceptable accounting fashion and makes deposits to the account.
- Coordinates with school nurse regarding vision and hearing tests and immunization requirements.
- Coordinates school pictures.
- Coordinates school lunch money: sends monthly statements, tracks accounts and makes deposits.
- Helps ill students, first aid needs and contacting parents as needed.
- Tracks volunteers.
- Tracks and invoices bus renters.
- Posts School Committee agendas and minutes on-island and on the website.
- Undertakes other duties as requested by the Principal/Superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be established by the School Committee.

EVALUATION: Annually by the Principal/Superintendent

Note: This job description reflects the general requirements necessary to describe this job's functions and responsibilities and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job.

Approved: July 12, 2016