

## **Fairfield Public Schools (Tomlinson Middle School)**

**Title:** Middle School Secretary/Receptionist

**Job Purpose Statement:** Performs clerical, receptionist and secretarial duties in the main office of the school; greets and screens students, staff and visitors need, and provides information or refers persons to appropriate office or staff member.

**Supervision Received:** Receives general supervision from Principal or other school administrators; and task or project supervision from Principal's Secretary.

**Supervision Exercised:** None

### **Essential Job Functions:**

Greets students, parents and visitors to school, directing them to specific area or staff member as appropriate; and screens incoming telephone calls and refers to offices or staff members as needed.

Responds to intercom requests from school nurse, guidance office and classrooms for purpose of paging students or staff members.

Prepares and distributes Daily Announcement Bulletin to staff and students.

Maintains sign-out logs for students, staff, and visitors, files student schedule changes for accurate usefulness; posts teacher and duty schedules in a timely manner; coordinates conference room schedule; receives and records lost book payments and processes to principal's secretary.

Is responsible for ordering all school supplies via computerized system and vendor. Maintains inventory of supplies; organizes, stores, and distributes classroom supplies to teachers and staff. Verifies invoices for accuracy prior to payment.

Coordinates with central office use of school building and grounds and maintains log of reservations. Processes and enters accident reports.

### **Incidental Job Functions:**

Works cooperatively with the principal's secretary, performing secretarial and clerical tasks as needed, including word processing, collating and processing mailings, etc. Files office correspondence. Word processes/types correspondence and various documents for teachers on request, and assists with word processing and typing for Principal as needed. Assists with preparation of concert programs, as needed.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization

exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform basic bookkeeping tasks. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The main office receives a steady flow of students, staff and visitors, frequent telephone calls and intercom signals, it is essential that the secretary/receptionist be pleasant, calm and helpful in all contacts. The job requires strong administrative clerical, secretarial skills and organizational skills. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of his/her duties. The skills and knowledge required would generally be acquired with graduation from high school and one year of responsible secretarial or clerical experience or an equivalent combination of education and experience.

**Physical Exertion/Environmental Conditions:** While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and operate computer and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds such as boxes. Specific vision required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of the position. Some degree of stress involved in interacting with students, parents and the public, and in meeting schedule deadlines.

8/31/01

Revised 10/30/18

