

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Secretary I – High School

GENERAL SUMMARY

Under the supervision of the assistant principal, responsible for managing attendance and behavior programs, working with students and parents.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED (General Education Degree); secretarial training or experience desirable; valid First Aid and CPR certificates required.

Required Knowledge, Skills and Abilities

Knowledge of general office procedures.
Knowledge of filing, and record keeping.
Knowledge and application of safety procedures related to performance responsibilities.
Skills in public relations and confidentiality.
Skills in verbal and written communication.
Skills in computers and all office equipment.
Ability to remain calm in stressful situations.
Ability to be flexible, organized and manage time effectively.

DUTIES AND RESPONSIBILITIES

- Greets and provides information to staff, parents, students, and public via phone or in person.
- Manages attendance program.
- Prepares appropriate forms for students withdrawing from school and completes State Withdrawal Report.
- Monitors student assistants.
- Manages behavior program.
- Manages attendance appeals program.
- Performs other duties as assigned.

SUPERVISOR: Assistant Principal.

4/29/01