

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

TITLE: Secretary I – High School - Receptionist

GENERAL SUMMARY

Under the supervision of the principal, responsible for performing secretarial and office management duties.

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.
Ability to show tact and good judgement.

DUTIES AND RESPONSIBILITIES

- Greets and provides information to staff, parents, students, and public via phone or in person.
- Designs and publishes parent/community newsletters
- Receipting money for annuals, dances, drivers' education, etc.
- Supervises, teaches and grades students in office performance
- Assists the Activity Administrator in ASB and school activities (i.e., ASB elections, dances, graduation, etc.)
- Acts as a liaison between the staff, students, district and community

SUPERVISOR: Building Principal.